

It is expected that a quorum of the Administration Committee, Board of Public Works, Personnel Committee and Plan Commission will be attending this meeting, although it is not expected that any official action of any of those bodies will be taken.

**CITY OF MENASHA**  
**Common Council**  
**City Hall-140 Main St.-Council Chambers-3rd Floor**  
April 21, 2008

7:00 PM

**AGENDA**

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**1. CALL TO ORDER**

A. Call to Order

**2. PLEDGE OF ALLEGIANCE**

A. Pledge of Allegiance

**3. ROLL CALL/EXCUSED ABSENCES**

A. Roll Call

B. PUBLIC HEARING on the proposed final resolution authorizing public improvement and levying special assessments against benefited property (Lake Park Heights, Walker and Northridge Manor Subdivisions)

☐ [Attachments](#)

**4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

Minutes to approve:

A. Common Council, 4/7/08

B. New Common Council, 4/15/08

Minutes to receive:

C. Administration Committee, 4/7/08, 4/15/08

☐ [Attachments](#)

D. Board of Public Works, 4/7/08, 4/15/08

☐ [Attachments](#)

E. Personnel Committee, 4/15/08

☐ [Attachments](#)

F. NM Sewerage Commission, 3/25/08

☐ [Attachments](#)

G. Parks and Recreation Board, 3/10/08

☐ [Attachments](#)

Communications:

A. Clerk Galeazzi, 4/16/08; New Municipal Officials Workshops information

☐ [Attachments](#)

- B. Clerk Galeazzi, 4/16/08; Regional Dinner Meetings information ☐ [Attachments](#)
- C. Clerk Galeazzi, 4/17/08; Business cards for newly elected officials ☐ [Attachments](#)
- D. Clerk Galeazzi, 4/16/08; Board of Canvass minutes and certification for April 1, 2008 Election ☐ [Attachments](#)
- E. FC Vander Wyst, 4/16/08; Automatic Aid/Consolidation Resolution ☐ [Attachments](#)
- F. NM Fire Rescue, Fire Station Open House on April 26, 2008 ☐ [Attachments](#)
- G. PRD Tungate, 4/9/08; Tree City, USA/Arbor Day Ceremony ☐ [Attachments](#)
- H. Town of Menasha Utility Commission minutes; 2/11/08, 2/25/08, 3/10/08 ☐ [Attachments](#)
- I. Waverly Sanitary District minutes, 3/18/08 ☐ [Attachments](#)

**5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

Five (5) minute time limit for each person

- A. Public Comments on any matter of concern to the city

**6. APPOINTMENTS**

- A. None

**7. CLAIMS AGAINST THE CITY**

- A. None

**8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

- A. None

**9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS**

**A. Plan Commission:**

- 1. No meeting

**B. Administration Committee:**

- 1. Application of Wiseguys Pizzeria & Pub LLC, 1440 S. Oneida Street, Menasha, Brenda Jorgensen, agent for Reserve Class B Liquor License for the 2007-2008 licensing year. ☐ [Attachments](#)
- 2. Authorization to request funds from Winnebago County Commission on Aging for 2009: 1) Senior Center Activity Coordinator; 2) Senior Center Supervisor; 3) 60+ Health Program, and authorize signatures. ☐ [Attachments](#)
- 3. Approval of Declaration of Official Intent to Advance Funds, Water Main and Service Replacement on Third Street prior to DOT project. ☐ [Attachments](#)
- 4. Accounts payable and payroll for 4/10/08 - 4/17/08 in the amount of \$1,892,933.36 ☐ [Attachments](#)

**C. Board of Public Works:**

- 1. Payment - Insituform Technologies USA, Inc.; City of Menasha Wastewater ☐ [Attachments](#)

Collection System Rehabilitation Improvements - Phase 3 Project; Contract No. E145-07-01A; \$186,051.80 (Payment No. 1)

2. Request for Stop Sign at the Intersection of Grove and Melissa Streets ☐ [Attachments](#)

**D. Personnel Committee:**

1. 4/21/08; Recommends approval for filling District 1 Alderman Vacancy

**10. ORDINANCES AND RESOLUTIONS**

- A. 0-3-08 An Ordinance Relating to Prohibited Parking (River Street) ☐ [Attachments](#)
- B. 0-4-08 An Ordinance Relating to Prohibited Parking (Baldwin Street) ☐ [Attachments](#)
- C. R-6-08 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property ☐ [Attachments](#)
- D. R-7-08 Resolution Continuing Appropriations ☐ [Attachments](#)
- E. R-8-08 Resolution Transferring/Appropriating Funds ☐ [Attachments](#)
- F. R-9-08 - Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys ☐ [Attachments](#)

**11. HELD OVER BUSINESS**

- A. None

**12. COUNCIL DIRECTIVES**

- A. CA/HRD Brandt - Would like a formal ruling and explanation of the motion to "Hold" (There was considerable confusion on a Hold motion at the 4-7-08 CC meeting). This council "rule" or "policy" was adopted 5 or more years ago. I would like a copy of this rule/policy provided to each council member, along with a detailed interpretation of this motion when used. Also, please explain: 1) when this motion can and can not be made at a normal Common Council meeting or Sine Die. 2) who can or can not over ride this motion with a ruling. 3) if hold motion is ruled against and found to be the incorrect ruling, is the main motion even valid or can it be reconsidered. (Ald. Hendricks)
- B. Public Works Supt. Jacobson - Discuss safety concerns regarding public accessibility around salt shed. Provide solutions and timing for resolving security and safety issues around this facility. (Ald. Hendricks) ☐ [Attachments](#)
- C. Public Works Supt. Jacobson - Explain Saturday city garage hours. How were the current times of 7:00 am-1:00 pm established. Is there any flexibility as far as the times go? 8:00 am-2:00 pm or 9:00 am-3:00 pm. (Ald. Hendricks) ☐ [Attachments](#)
- D. CDD Keil - Status of completed landscaping for the following site: Fox Cinema (Ald. Hendricks)
- E. IT Manager Lacey - Spam messages are increasingly getting worse. Explain/address ways to reduce and or eliminate this trend. (Ald. Hendricks) ☐ [Attachments](#)
- F. Comp Stoffel - Provide a total dollar amount and number of Non-represented employees who received a one time bonus the week of 4/11/08. Could you also provide information as to where these funds are from, (what account), and if these were budgeted funds. (Ald. Hendricks)

**13. CITIZEN REPRISAL (People from the gallery to be heard; only pertaining to matters on**

**the agenda - five (5) minute time limit for each person)**

**A. Public comments on matters pertaining to the agenda**

## **14. ADJOURNMENT**

**A. Adjournment**

MEETING NOTICE: May 5, 2008

Common Council - 7:00 PM

Administration Committee - To be determined

Board of Public Works - To be determined

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.



**CITY OF MENASHA  
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on the Proposed Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property.

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Concrete Curb and Gutter Construction
2. 4" Asphaltic Concrete Pavement Construction
3. Various Associated Items

B. Location of Improvements

1. Lake Park Heights Subdivision
2. Walker Subdivision
3. Northridge Manor II Subdivision

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha as follows:

1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.
2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.
3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.
4. That the assessment for all projects included on said report is a single assessment.
5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.
6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.
7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.

Any interested persons objecting or supporting the proposed resolution are requested to be present at this hearing.

**Date of Hearing:** Monday, April 21, 2008  
**Time of Hearing:** 7:00 p.m. or shortly thereafter  
**Place of Hearing:** Menasha City Hall  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street  
Menasha, WI 54952

If you have questions, please call (920) 967-3610

Deborah A. Galeazzi  
City Clerk

Run: April 12 & 14, 2008

**CITY OF MENASHA**  
**Administration Committee**  
**City Hall-140 Main St.-Council Chambers-3rd Floor**  
April 7, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Vice-Chairman Eckstein at 6:45 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

PRESENT: Ald. Chase, Merkes, Taylor, Hendricks, Eckstein, Michalkiewicz  
EXCUSED: Ald. Wisneski, Pack  
ALSO PRESENT: Mayor Laux, PC Stanke, DPW Radtke, CDD Keil, PRD Tungate,  
PHD Nett, C/T Stoffel, Clerk Galeazzi, the Press

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. Administration Committee, 3/17/08**

Moved by Alderman Michalkiewicz, seconded by Alderman Chase to approve Administration Committee Minutes, 3/17/08

**Motion** Carried on voice vote

**Results:**

**4. DISCUSSION**

**A. Agreement for Engineering Consulting Services - Vierbicher Associates and authorize signature.**

CDD Keil and PRD Tungate explain with the Council adopting Resolution R-4-08 authorizing participation in the Wisconsin Dept. of Commerce Planning Grant program staff prepared a request for proposal for planning and engineering design services. The RFP was given to several consulting firms. Three firms were interviewed and Vierbicher Associates was selected as the best candidate to do the work. Source of funds to cover the cost of the consulting services will come from funds left in the 2007 Community Development Outside Service Account, the developer, Whitewater Park Study Group and Winnebago County Economic funds.

**B. Request to recind Personal Property Taxes**

Ald. Chase stated her conversation with C/T Stoffel explained the over tax was an honest mistake and the public needs to know the City is a fair place to do business.

**C. Request from the Locker Room, 800 Plank Rd., to serve alcohol on their back deck from April 8, 2008 to November 30, 2008**

No Questions or Discussion

**D. Accounts payable and payroll for 3/20/08-4/3/08 in the amount of \$1,546,778.63**

Ck. #16260-Roy Rogers-\$112.64 – reimburse for chop suey lunch at Senior Center  
Ck. #16422-Fox Cities Chamber Foundation-\$338.00 – Chamber membership dues for City  
Ck. #16435-Manderfield Bakery-\$15.50 – donuts for Health Dept. event  
Ck. #16222-Airgas North Central-\$5,227.04 – welding equipment for Public Works Facility

**5. ADJOURNMENT**

**A. Adjournment**

Moved by Alderman Michalkiewicz, seconded by Alderman Chase to adjourn at 7:30 p.m

**Motion** Carried on voice vote

**Results:**

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
April 15, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Clerk Galeazzi at 7:53 p.m .

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

PRESENT: Ald. Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner

EXCUSED: Ald. Michalkiewicz

ALSO PRESENT: Mayor Merkes, Appleton City Attorney Ellen Totzke, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi, and the Press.

**3. ACTION ITEMS**

**A. Election of Chairman**

Moved by Ald. Taylor, seconded by Ald. Hendricks to nominate Ald. Wisneski for Chairman of Administration Committee.

No other nominations. Clerk instructed to cast a unanimous ballot declaring Ald. Wisneski Chairman of Administration Committee for one year effective immediately.

**Ald. Wisneski continued the meeting.**

**B. Election of Vice-Chairman**

Moved by Ald. Hendricks, seconded by Ald. Pack to nominate Ald. Taylor for Vice-Chairman of Administration Committee.

No other nominations. Clerk instructed to cast a unanimous ballot declaring Ald. Taylor Vice-Chairman of Administration Committee for one year effective immediately.

**4. ADJOURNMENT**

**A. Adjournment**

Moved by Ald. Hendricks, seconded by Ald. Taylor to adjourn at 7:55 p. m.

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk



**CITY OF MENASHA**  
**Board of Public Works**  
**Third Floor Council Chambers, 140 Main Street, Menasha**  
April 7, 2008  
**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Vice-Chairman Taylor at 7:34 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. -**

PRESENT: Ald. Chase, Merkes, Taylor, Hendricks, Eckstein, Michalkiewicz

EXCUSED: Ald. Wisneski, Pack

ALSO PRESENT: Mayor Laux, PC Stanke, DPW Radtke, CDD Keil, PRD Tungate, PHD Nett, C/T Stoffel, Clerk Galeazzi, the Press

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**A. March 17, 2008**

Moved by Alderman Hendricks, seconded by Alderman Michalkiewicz to approve March 17, 2008 Minutes

**Motion** Carried on voice vote

**Results:**

**4. ADJOURNMENT**

**A. -**

Moved by Alderman Michalkiewicz, seconded by Alderman Eckstein to adjourn at 7:35 p.m.

**Motion** Passed

**Results:**

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Board of Public Works**  
**140 Main Street, 3rd Floor Council Chambers**  
April 15, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by DPW Radtke at 7:55 p.m .

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

PRESENT: Ald. Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner

EXCUSED: Ald. Michalkiewicz

ALSO PRESENT; Mayor Merkes, Appleton City Attorney Ellen Totzke, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press

**3. ACTION ITEMS**

**A. Election of Chairman**

Moved by Ald. Taylor, seconded by Ald. Hendricks to nominate Ald. Pack for Chairman of Board of Public Works.

No other nominations. Clerk instructed to cast a unanimous ballot declaring Ald. Pack as Chairman of Board of Public Works for one year effective immediately.

Ald. Pack continued the meeting.

**B. Election of Vice-Chairman**

Moved by Ald. Hendricks, seconded by Ald. Wisneski to nominate Ald. Michalkiewicz for Vice-Chairman of Board of Public Works.

No other nominations. Clerk instructed to cast a unanimous ballot declaring Ald. Michalkiewicz Vice-Chairman of Board of Public Works for one year effective immediately.

**4. ADJOURNMENT**

**A. Adjournment**

Moved by Ald. Wisneski, seconded by Ald. Benner to adjourn at 7:58 p.m .

Motion carried on voice vote.

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Personnel Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
April 15, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Clerk Galeazzi at 7:58 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

PRESENT: Ald. Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner, Mayor Merkes

EXCUSED: Ald. Michalkiewicz

ALSO PRESENT: Appleton City Attorney Ellen Totzke, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi, and the Press

**3. ACTION ITEMS**

**A. Election of Chairman**

Moved by Ald. Taylor, seconded by Ald. Pack to nominate Ald. Hendrick for Chairman of Personnel Committee.

No other nominations. Clerk instructed to cast a unanimous ballot declaring Ald. Hendricks Chairman of Personnel Committee for one year effective immediately.

**Ald. Hendricks continued the meeting.**

**B. Election of Vice-Chairman**

Moved by Ald. Wisneski, seconded by Ald. Pack to nominate Ald. Michalkiewicz for Vice-Chairman of Personnel Committee.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to nominate Ald. Taylor for Vice-Chairman of Personnel Committee.

Ald. Taylor voted as Vice-Chairman of Personnel Committee on roll call 5-2

Ald. Taylor, Hendricks, Zelinski, Benner, Mayor Merkes - Taylor

Ald. Wisneski, Pack - Michalkiewicz

**4. ADJOURNMENT**

**A. Adjournment**

Moved by Ald. Wisneski, seconded by Ald. Pack to adjourn at 8:00 p.m.

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday March 25, 2008

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

**Present:** Commissioners R. Zielinski, G. Cowling, W. Helein, D. Youngquist, J. Jurgenson, W. Zelinski; Manager Much, Accountant Voigt.

**Excused:** Commissioner K. Bauer.

**Also Present:** Rob Franck, Paul Much (MCO); Mike Sambs (Waverly S.D.); Chad Olsen (McMahon Associates).

Motion made by Commissioner D. Youngquist, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of February 26, 2008. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- A. March 4, 2008 letter from David Webb, DNR to Randall Much, NMSC.  
RE: Revision to ch. NR149, Wis. Administrative Code governing lab certification.
- B. March 20, 2008 letter from Neenah City Attorney James Godlewski to Randall Much, NMSC.  
RE: Neenah acceptance of ownership of NMSC Interceptor sewers serving the City of Neenah.
- C. March 17, 2008 letter from Lower Fox River Dischargers to Mr. Jeffrey Haack, DNR.  
RE: Ammonia Limits for Dischargers to the Lower Fox River.

Manager Much reported this letter is the joint effort between consultants, attorneys, and wastewater treatment plant managers expressing concerns to the DNR over the allocation methods used for effluent ammonia proposed limits.

## Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for February 2008. Accountant Voigt pointed out the income generated in February and April was less than the budget, the March income will be close to the amount budgeted. At this point rates for the 3<sup>rd</sup> quarter 2008 may need to be increased. After discussion, moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept the unaudited financial statements for the month of February 2008 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #12468 in the amount of \$107,236.49 for the month of April 2008. After discussion, motion made by Commissioner D. Youngquist, seconded by

Commissioner R. Zielinski to approve MCO invoice #12468 in the amount of \$107,236.49 for the month of April 2008 and to pay the invoice after April 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February 2008. The interest rates on the money-market accounts and with the State Pool have continued to drop from the previous month. MCO generated \$2,800 in additional income for the Commission; restricted cash balances totaled \$2,364,000 at the end of February. Motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of February 2008. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#39915	WWTF Electrical Distribution - Bidding	\$900.00.
#39908	Sludge to Sludge Heat Exchanger - Design	\$301.00.

Motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve for payment invoices #39915 and #39908 to McMahon Associates. Motion carried unanimously.

Accountant Voigt reported he anticipates the 2007 Financial Audit should be completed for the April meeting.

### **Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of February 2008. The plant is running well. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the operating report for the month of February 2008 and to place the report on file. Motion carried unanimously.

Manager Much presented Amendment Number 2 to the Power Purchase Agreement dated February 26, 2002 between WPPI and the NMSC. This agreement updates the new expiration date of this agreement and it also updates the current equipment used for the production of the Renewable Energy specified in this agreement. After discussion, motion was made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve Amendment Number 2 to the Power Purchase Agreement subject to the agreement being corrected to reflect the current date the agreement is being approved on. Motion carried unanimously.

Chad Olsen (McMahon Associates) updated the Commission on the Sludge-to-sludge heat exchanger pilot unit. Mr. Olsen distributed pictures taken of the grease coating in the raw piping line as well as graphs depicting the Thermo Sludge Heat Transfer Results. The transfer results initially provided a 10 degree rise in temperature in the raw sludge which was anticipated. When the pipe was cleaned in January, grease was inside the piping. The high strength waste material was re-routed to see if this was a cause of the grease in the piping. On February 8 the piping was cleaned and grease was still evident in the raw line thus indicating the high strength waste is not the major source of the grease. The graphs show there is a decline in the heat transfer after a two week period and then another decline in heat transfer after another two week period. The next item is to look to see if it would be possible to add a flushing connection to aid in the

cleaning of the piping. Manager Much reported to the Commission that the grease is in the primary sludge, indicating this is a reflection of the communities not maintaining or enforcing a grease trap ordinance. Manager Much also reported that this grease is also a source of odors in the plant. Manager Much offered a suggestion to help remedy this situation which is for the NMSC to modify the pretreatment rules to include oil and grease in this program. This would allow the NMSC to attempt to get this issue under control and be able to manage the oil and grease in the system. The pilot heat transfer unit initially provides a 10 degree increase in the raw waste; a full scale unit is designed to provide a 25 degree increase from the heat transfer. Commissioner R. Zielinski questioned what the NMSC needs to do to get the communities to implement their grease trap ordinances? Manager Much reported that it would take a couple of years to accomplish if the NMSC would add this to the pretreatment program. By adding this into the pretreatment program, the NMSC would be responsible to inspect and control the commercial establishments.

Chad Olsen updated the Commission on the Primary Electric Underground Distribution Replacement. The shop drawing have been submitted and reviewed; the equipment should have been ordered.

Manager Much updated the Commission on activity with the Biosolids Management Plan. Paul Much and Chad Olsen met with Winnebago County officials as well as with City of Oshkosh representatives. Winnebago County is interested in looking further into this option. They are also interested in touring a treatment facility and sludge storage building. It was reported the landfill would be closing in 3 ½ years; a concern of this option is odors. The management of a joint facility would be under the NMSC and Oshkosh control; the site of the facility would be in the City of Oshkosh.

### **Old Business**

Ordinance Contract incorporate revisions update. No new information to report.

Sewer ownership update. The City of Neenah has approved, the City of Menasha is reportedly talking with the Town of Menasha.

### **Vouchers**

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating and Payroll Fund Vouchers #130210 thru #130254 in the amount of \$259,235.06 for the month of February 2008. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:35 a.m.

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President

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Secretary

**THE NEXT REGULAR MEETING IS ON TUESDAY April 22<sup>nd</sup>, 2008.**

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha**  
March 10, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting was called to order at 6:05 p.m. by Chairman D. Sturm.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. -**

Members Present: Chr. Dick Sturm, Ald. Sue Wisneski, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker

Members Absent: Mary Francis (excused)

Others Present: PRD Tungate, PS Huss

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. Minutes of the February 11, 2008 Park Board Meeting**

Moved by George Korth, seconded by Tom Konetzke to approve minutes of the February 11, 2008 meeting.

Motion carried 6-0.

**Motion** Carried on voice vote  
**Results:**

**4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

**A. -**

1. N. Barker commented that she likes the stonework on the Barker Farm Park sign.

2. G. Korth inquired about the costs to maintain the ice rink compared to the public value of maintaining the rink. PS Huss will put together some rink expense numbers.

3. T. Konetzke likes the rink and suggested some ways to promote it better.

4. Chr. D. Sturm suggested there is a possibility that the steam utility would consider working with the Park Department on security cameras on the Trestle Trail.

**5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**A. Gilbert Mill Redevelopment Site**

An RFP process was initiated to select an engineering firm for the Gilbert Mill Redevelopment site. Firms have been interviewed

and a contract is expected to be brought to the Common Council in the next few weeks.

### **B. East Side Park Update**

PRD Tungate has not been able to contact a potentially important landowner in the area north of Lake Park Villas. He will continue his efforts towards identifying possible land for a new park.

### **C. Park Project Update**

PS Huss reported on recent park crew activities. Snow and ice removal have been a high priority. Some tree trimming has also occurred.

## **6. DISCUSSION**

### **A. Revision to Fee in Lieu of Parkland Dedication Ordinance**

The Board discussed recommending an increase in the fee in lieu of parkland dedication ordinance. PRD Tungate explained a recent change in State law that put back language allowing city's to continue charging park fees.

### **B. Need for Bike/Pedestrian Access from Carpenter Street to Access Barker Farm Park**

The Board discussed a proposal to pursue a short access trail between Carpenter Street and Barker Farm Park. The Town of Harrison has shown interest in pursuing a partnership for installing the trail.

## **7. ACTION ITEMS**

### **A. Recommendation to Increase Fee in Lieu of Parkland from \$300 to \$500 Per Dwelling Unit**

Moved by George Korth, seconded by Nancy Barker to recommend to increase fee in lieu of parkland from \$300 to \$500 per dwelling unit.

This action is subject to review by the City Attorney. Motion carried 6-0.

**Motion** Carried on voice vote  
**Results:**

### **B. Recommendation to Pursue Installation of Access Trail to Barker Farm Park Cooperating with the Town of Harrison**

Moved by Nancy Barker, seconded by Tom Konetzke to recommend pursuing the installation of an access trail to connect Carpenter Street to Barker Farm Park.

This action will be forwarded to the Plan Commission. Motion carried 6-0.

**Motion** Carried on voice vote  
**Results:**

## **8. ADJOURNMENT**

### **A. -**

Moved by George Korth, seconded by Ronald Suttner to adjourn at 7:45 p.m.

**Motion** Carried on voice vote  
**Results:**



## 2008 New Municipal Officials Workshops

The League of Wisconsin Municipalities, in cooperation with the Department of Engineering Professional Development, UW-Madison, is sponsoring a one-day workshop for new city and village officials.

The purpose of the workshop is to provide a basic course on local government for officials who assumed office this spring. Other city and village officials who wish to brush up on their knowledge of local government or missed the previous annual workshops may also find the meetings beneficial.

### WORKSHOP LOCATIONS

#### Madison

Howard Johnson's (formerly Holiday Inn)  
3841 E. Washington Ave  
May 9, 2008

#### Kimberly

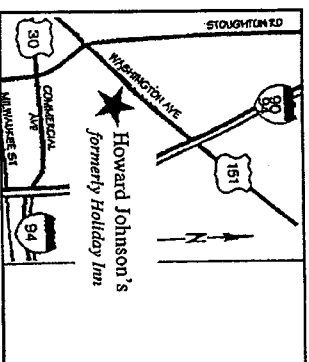
Liberty Hall/Hilton Garden  
800 Eisenhower Dr.  
May 16, 2008

#### Eau Claire

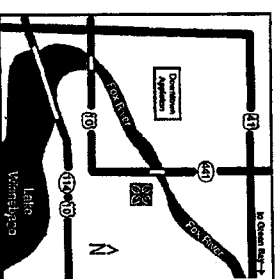
Holiday Inn Campus, 2703 Craig Rd.  
June 6, 2008

The program will begin at 9:00 A.M. in all locations. The cost for these training seminars is \$60 (members) or \$85 (non-members). Only officials of cities and villages currently members of the League of Wisconsin Municipalities may register as "members." Please make your check for the above payable to the League of Wisconsin Municipalities and send it with the enclosed registration form to the league office no later than five days prior to the meeting you wish to attend.

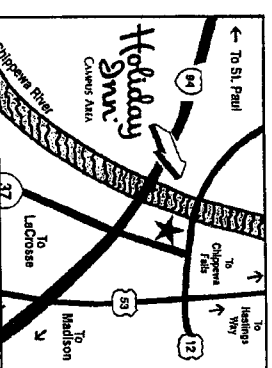
**Madison**  
Howard Johnson's (formerly Holiday Inn)  
3841 E. Washington Ave



**Kimberly**  
Liberty Hall/Hilton Garden  
800 Eisenhower Dr.



**Eau Claire**  
Holiday Inn Campus, 2703 Craig Rd.



*Adelmann - please let me know by May 5 if you want to attend this.*

*thanks  
Deb*

## 2008 New Municipal Officials Workshops

### Featuring Three Locations

- ◆ Madison  
Howard Johnson's
- ◆ Kimberly  
Liberty Hall/Hilton Garden
- ◆ Eau Claire  
Holiday Inn Campus



# Agenda

8:30 *Registration - Coffee*

9:00 **Welcome** - Dan Thompson, Executive Director, League of Wisconsin Municipalities

**Framework of Wisconsin Local Government** - Dan Thompson

**Powers of City Councils and Village Boards** - Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

**Recognizing and Avoiding Conflicts of Interest** - Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

10:45 *Break*

11:00 **Budgeting & Financial Oversight** - Russ Van Gompel, Village Manager, Brown Deer

*Noon Lunch*

1:00 **Procedures for Local Government Meetings** - Larry Larnet, Professor Emeritus, Local Government Center, UW-Madison

2:15 *Break*

2:30 **Managing Public Works Activities** - Ben Jordan, Department of Engineering Professional Development, UW-Madison

**Open Discussion**

3:30 *Adjournment*

## 2008 New Municipal Officials Workshop

Mail to: League of Wisconsin Municipalities  
122 W. Washington Ave., Suite 300  
Madison, WI 53703

Please make the following reservation for the New Municipal Officials Workshop at

- ☐ Madison, Howard Johnson's, May 9, 2008  
☐ Kimberly, Liberty Hall/Hilton Garden, May 16, 2008  
☐ Eau Claire, Holiday Inn Campus, 2703 Craig Rd., June 6, 2008

Name (please type or print)

Position

Please enclose the registration fee of \$60 (members) or \$85 (non-members) for each reservation. Only officials of cities and villages currently members of the League of Wisconsin Municipalities may register as "members." No refunds made after three days before the meeting selected.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Municipality \_\_\_\_\_ zip \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Payment Method** ☐ Credit Card or ☐ Check

Enclosed: \$ \_\_\_\_\_

Card type \_\_\_\_\_  
(Master Card, Visa)

Signed \_\_\_\_\_

**Please return to the League office five days prior to the meeting you wish to attend.**



☐ Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.

**M**ark your calendar for a Regional Dinner Meeting! Each Regional Dinner Meeting provides the opportunity to improve contact with neighboring officials and get the latest information on municipal topics. Don't miss this chance to network with your fellow local officials!

**May 1, Brookfield**

Sheraton Milwaukee Hotel  
Speaker: Sen. Jim Sullivan

**May 8, Sun Prairie**

Herreman's Supper Club  
Speakers: Sen. Mark Miller and Rep. Gary Hebl

**May 15, Ashwaubenon**

Stadium View Restaurant  
Speakers: Sen. Robert Cowles (invited) and Sen. Dave Hansen (invited)

**May 22, Mineral Point**

Comfort Inn  
Speakers: Sen. Dale Schultz and Rep. Steve Hilgenberg

**June 5, Eau Claire**

Holiday Inn Campus  
Speakers: Sen. Pat Kreitlow and Sen. Kathleen Vinehout

**June 12, Stevens Point**

Holiday Inn  
Speakers: Sen. Julie Lassa (invited) and Rep. Louis Molepske

For information contact the League at (800) 991-5502, or visit <[www.lwrm-info.org](http://www.lwrm-info.org)> to register online.

*Colleagues, please let me know by May 5 if you want to attend this*  
*Bob*

**2008  
Regional Dinner  
Meetings**

**Featuring Six  
Locations**

- ◆ Brookfield
- ◆ Sun Prairie
- ◆ Ashwaubenon
- ◆ Mineral Point
- ◆ Eau Claire
- ◆ Stevens Point



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For information contact the League at (800) 991-5502, or visit <[www.lwrm-info.org](http://www.lwrm-info.org)> to register online.

*Colleagues, please let me know by May 5 if you want to attend this*  
*thanks*  
*Rob*

**2008  
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**Featuring Six  
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- ◆ Stevens Point





MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk *Deb*

SUBJECT: Business Cards

DATE: April 17, 2008

I will be ordering business cards for the newly-elected officials. If anyone else needs new business cards, please let me know by Monday, April 21. The cards will be the standard business cards that are ordered for City department heads. The information that will be on the card will be your name, title (Alderman-District) your home address, home phone number and city e-mail address. I will order one box (500 cards) for each alderman.

Thanks.

**Certification of the Board of Canvassers**  
**April 2, 2008**

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk


We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 1, 2008

**OFFICE**

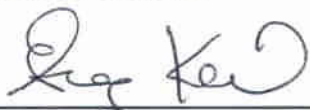
Mayor  
District 2 Alderman  
District 4 Alderman  
District 6 Alderman  
District 8 Alderman

**HIGHEST CANDIDATE**

Donald Merkes  
Michael E. Taylor  
Steve Pack  
Dan Zelinski  
Kevin Benner

  
Deborah A. Galeazzi, City Clerk

  
Thomas R. Stoffel

  
Greg Kell

4/2/08  
(Date)

# **Tabular Statement of Votes Cast** **City of Menasha** **Spring Election – April 1, 2008**

## **MAYOR**

	<u>D 1&amp;2</u>	<u>D 3&amp;4</u>	<u>D 5&amp; 6</u>	Winn. <u>D 7 &amp; 8</u>	Calumet <u>D 8</u>	
Joseph F. Laux	293	435	364	345	153	= 1,590
Donald Merkes	519	385	522	314	259	= 1,999
Write-in:	5	2	1	0	0	= 8
Taylor	1					
Philip Strelow	1					
No Name	3					
James Taylor		1				
Joe Lingnofski		1	1			

Total number of voters – 3,616

Total number of votes for office – 3,597

## **ALDERMAN**

### District 2

Michael E. Taylor	186
Robert Stevens	99
Write-ins	2
Philip Strelow – 1	
No Name - 1	

Total number of voters – 302

Total number of votes for office – 287

### District 4

Steve Pack	340
Write-ins	4
Forrest Weber – 1	
Nancy Sahotsky - 1	
No Name - 2	

Total number of voters – 413

Total number of votes for office – 344

### District 6

Jennifer Marsden	104
Dan Zelinski	304
Write-ins	0

Total number of voters – 422

Total number of votes for office – 408

### District 8

Kevin Benner	513
Write-ins	12
Janice Chase - 1	
Laura Seidl – 1	
Roy Talbot - 3	
Corey Harrison - 1	
Frank Cummings - 1	
Craig Quick – 1	
Catherine Gugala - 1	
Roger Biechler - 1	
No Name - 2	

Total number of voters – 694

Total number of votes for office – 525

# Summary Statement of the Board of Canvassers

## Spring Election – April 1, 2008

The total number of votes cast for Mayor was 3597 of which

Joseph F. Laux	received	1590
Donald Merkes	received	1999
Write-in	received	8

The total number of votes cast for District 2 Alderman was 287 of which

Michael E. Taylor	received	186
Robert Stevens	received	99
Write-ins	received	2

The total number of votes cast for District 4 Alderman was 344 of which

Steve Pack	received	340
Write-ins	received	4

The total number of votes cast for District 6 Alderman was 408 of which

Jennifer Marsden	received	104
Dan Zelinski	received	304
Write-ins	received	0

The total number of votes cast for District 8 Alderman was 525 of which

Kevin Benner	received	513
Write-ins	received	12



## MINUTES OF THE BOARD OF CANVASSERS

Wednesday, April 2, 2008 at 11:00 A.M.

Present: Members Thomas R. Stoffel, Greg Keil and City Clerk Deborah A. Galeazzi

The Board compared the ACCU-VOTE Optic-Scan and Touch Screen voting machine print-out with the return sheets filed and determines and certifies the Mayor and Alderman election vote of the April 1, 2008 Spring Election as follows:

The total number of votes cast for Mayor was 3597 of which

Joseph F. Laux	received	1590
Donald Merkes	received	1999
Write-ins	received	8

Donald Merkes was declared the winner

The total number of votes cast for District 2 Alderman was 287 of which

Michael E. Taylor	received	186
Robert Stevens	received	99
Write-ins	received	2

Michael E. Taylor was declared the winner

The total number of votes cast for District 4 Alderman was 344 of which

Steve Pack	received	340
Write-ins	received	4

Steve Pack was declared the winner

The total number of votes cast for District 6 Alderman was 408 of which

Jennifer Marsden	received	104
Dan Zelinski	received	304
Write-ins	received	0

Dan Zelinski was declared the winner

The total number of votes cast for District 8 Alderman was 525 of which

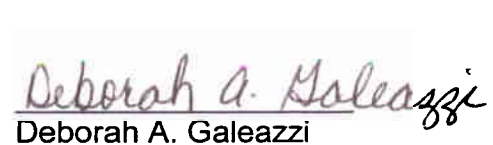
Kevin Benner	received	513
Write-ins	received	12

Kevin Benner was declared the winner

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 2<sup>nd</sup> day of April, 2008

  
Thomas R. Stoffel

  
Greg Keil

  
Deborah A. Galeazzi

<p>April 1, 2008 Spring Election</p> <p><b>No Aldermanic Race in Districts 1, 3, 5, 7</b></p>	District 1 & 2	District 3 & 4	District 5 & 6	District 7 & 8	Calumet Cnty
	D1/D2	D3/D4	D5/D6	D7/D8	W11
<b>Number of Voters</b>	518/302	411/413	471/422	385/281	413
<b>Justice of the Supreme Court</b>					
Mike Gableman	371	358	412	310	207
Louis Butler	381	397	393	284	168
Write-In	4	4	1	3	2
<b>Court of Appeals Judge District 2</b>					
William Gleisner	186	197	218	152	90
Lisa S. Neubauer	517	517	559	418	266
Write-In	5	1	0	1	0
<b>County Supervisor, District 1</b>					
Jackie Miller	100	108			
Thomas J. Konetzke	152	252			
Write-In	3	0			
<b>County Supervisor, District 2</b>					
Nancy L. Barker	384		316		
Write-In	14		5		
<b>County Supervisor, District 3</b>					
Donald J. Griesbach			350	388	
Write-In			0	2	
<b>County Supervisor, District 4</b>					
Joe Hotynski		130		44	
Paul Eisen		205		70	
Write-In		0		1	
<b>County Supervisor, District 8</b>					
Micahel A. Hopfensperger					324
Write-In					1
<b>CITY OF MENASHA, MAYOR</b>					
Joseph F. Laux	293	435	364	345	153
Donald Merkes	519	385	522	314	259
Write-In	5	2	1		0
<b>CITY OF MENASHA, DISTRICT 2</b>					
Michael Taylor	186				
Robert Stevens	99				
Write-In	2				
<b>CITY OF MENASHA, DISTRICT 4</b>					
Steve Pack		340			
Write-In		4			

Office	D1/D2	D3/D4	D5/D6	D7/D8	W11
<b>CITY OF MENASHA, DISTRICT 6</b>					
Jennifer Marsden			104		
Dan Zelinski			304		
Write-In					
<b>CITY OF MENASHA, DISTRICT 8</b>					
Kevin Benner				200	313
Write-In				3	9
<b>Menasha Joint School District Board</b>					
Kari L. Hawkinson	498	508	550	440	136
Sue Gielau	466	524	497	389	132
Write-In	8	4	1	3	1
<b>Appleton Area School District Board</b>					
Sharon Fenlon					111
Diane S. Barkmeier					107
Spencer Rotzel					90
<b>State Referendum</b>					
Yes	472	445	496	359	273
No	265	283	310	240	108

**City of Menasha  
SPRING ELECTION APRIL 1, 2008**

	Total Pre- Registere d Voters	Registere d at Polls	Percenta No. Voted	ge Voted	Absentee Ballots
<b>Winnebago County</b>					
District 1	1,383	16	518	37.0%	37
District 2	1,093	3	302	27.6%	17
District 3	1,375	4	411	29.8%	30
District 4	1,373	3	413	30.0%	32
District 5	1,341	6	471	35.0%	30
District 6	1,148	17	422	36.2%	22
District 7	1,457	3	385	26.4%	25
District 8	855	11	281	32.4%	22
<b>Calumet County</b>					
District 8	1,258	10	413	32.6%	30
Total City	11,283	73	3,616	31.8%	245

Totals
City Wide
3616
1658
1623
14
843
2277
7
208
404
3
700
19
738
2
174
275
1
324
1
1590
1999
8
186
99
2
340
4

City Wide
104
304
0
513
12
2132
2008
17
111
107
90
2045
1206

**City of Menasha**  
**Spring Election – April 4, 2006**

	Total Pre-Registered Voters	Registered at Polls	No. Voted	% Voted
District 1	1339	8	306	23%
District 2	1098	2	95	9%
District 3	1403	0	155	11%
District 4	1395	0	154	11%
District 5	1329	1	167	13%
District 6	1163	1	144	12%
District 7	1457	1	210	14%
District 8- Winnebago County	856	0	77	9%
District 8-Calumet County	1165	4	120	10%
Total City	11205	17	1428	13%

## Calumet County

<p>April 3, 2007 Spring Election</p> <p><b>No Aldermanic Race in Districts 2, 4, 6, 8</b></p>	Calumet Cnty	TSX Results	Totals
	W11	W11	
<b>Number of Voters</b>			
<b>Justice of the Supreme Court</b>			
Linda M. Clifford			
Annette K. Ziegler			
Write-In			
<b>Menasha Joint School District Board</b>			
Joe Lingnofski			
Nancy Zelinski			
Write-In			
<b>Appleton Area School District Board</b>			
Julie T. Baker			
Jeffry D. Knezel			
Write-In			



## **Memorandum**

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**TO:** Menasha Common Council Members

**FROM:** Len Vander Wyst, Chief

**DATE:** April 16, 2008

**RE:** Automatic Aid/Consolidation Resolution

Following the council resolution (copy attached) approved at the meetings in March of 2008, a joint meeting between Neenah-Menasha Fire Rescue (NMFR) and the Appleton Fire Department (AFD) was held on April 16, 2008. It was very difficult to get an initial meeting date set due to the number of people invited to the table. We finally pulled it together and had approximately 30 attendees including members of administration, union representatives, and mayors.

The first meeting lasted almost 5 hours, with the idea of having a brain-storming session to start the process of meeting the intent of the council resolutions. I was very pleased with the open dialogue and the working environment that was displayed. Chief Cameron and I did our best at facilitating this first meeting and I believe we were successful in assisting those present with getting everything “on the table”.

The main purpose of this memo is just to inform you that we are following through with the process and I expect to keep moving forward in a systematic and timely manner. We left the meeting agreeing to continue the discussions, however, we all felt we needed to now trim the group to a more manageable number in order to make progress. Chief Cameron and I will be discussing the optimum size for a study group and plan on having a good mix of management and union personnel. We will be putting everything together from today’s meeting into a more manageable format by reducing all notes and flip charts into a meaningful summary to work from.

If any of the council members have any questions, please feel free to give me a call or stop by!





## RESOLUTION NO. R-3-08

Introduced by Mayor Joe Laux

### **A RESOLUTION AUTHORIZING THE STUDY OF THE POTENTIAL FOR COOPERATION IN THE DELIVERY OF FIRE SERVICES BETWEEN APPLETON, MENASHA AND NEENAH**

WHEREAS, the Mayors of Appleton, Menasha and Neenah recognize the benefits of regional cooperation; and,

WHEREAS, the Mayors believe that the potential for enhanced inter municipal cooperation in the delivery of fire services exists; and,

WHEREAS, exploring the potential of service efficiencies and cost effectiveness could prove to be mutually beneficial to all three municipalities; and,

WHEREAS, automatic aid and the potential for consolidation should be considered; and,

WHEREAS, a thorough study and fact finding is essential to allow the three Councils and Communities to make an informed decision on instituting any regional cooperation in the delivery of fire services,

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCILS OF THE CITIES OF APPLETON, MENASHA AND NEENAH, WISCONSIN, that appropriate three city staffs and representatives of the two firefighters unions begin exploratory discussions with the goal of determining to what extent cooperative efforts can benefit the three municipalities, what form that cooperation should take, a summary of options considered with an analysis of pros and cons, and report their preliminary recommendations to the respective Councils for their deliberations.

Passed and adopted this 3<sup>rd</sup> day of March, 2008

---

Joseph F. Laux, Mayor

ATTEST:

---

Deborah A. Galeazzi, City Clerk

# NEENAH-MENASHA FIRE RESCUE



**Welcomes The Citizens of Neenah and Menasha**



to a

## **FIRE STATION OPEN HOUSE**

**SATURDAY, APRIL 26, 2008**

**10:00 a.m. to 2:00 p.m.**

**Station 35 – 430 First Street - Menasha**

**For The Dedication of Your New  
Pierce Ultimate Configuration Fire Engine**

**Please join us for:**

**✦ *Station Tours***

**✦ *Magic Fire Safety Show (11:00 a.m. and 1:00 p.m.)***

**✦ *Jaws of Life Demonstration (12:00 p.m.)***

**✦ *Activities for the Children***

**Neenah-Menasha Fire Rescue**

**[www.nmfire.org](http://www.nmfire.org)**

**886-6200**

***“One Department - Fully Involved”***



**MEMORANDUM**

To: Mayor and Common Council

From: PRD Tungate

Date: April 9, 2008

RE: Tree City, USA/Arbor Day Ceremony

The Tree City, USA/Arbor Day Ceremony will be held on Friday, April 25, 2008 at Jefferson Elementary School at 9:00 a.m. (meet behind the school). Common Council and public are welcome to attend.

**Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, February 11, 2008**

**Minutes**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were Commissioners McQuillan, Hanson, McNamee and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Com. Dev. Dir. Dearborn, Secretary Backman, Engineer Werner, Accts. Mgr. & Deputy Treas. Pagel, Wastewater Supt. Laabs, Water Supt. Roth, Bill Ottow, Barb Knaack, Jay Schroeder, Melvin Schultz, Penny Troiber, Dennis Gerhart, Mike Dillon, Pat Dobberke

**2. AWARDS/PRESENTATIONS**

**3. PUBLIC FORUM**

Pat Dobberke, Palisades Lane, discussed concern and her feeling of unfairness for the proposed reduction of impact fees.

**4. DISCUSSION ITEMS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**a) 080211-1:UD Expenditures**

MOTION: McQuillan/Hanson to approve the expenditures as submitted. Motion carried.

**7. ORDINANCES/POLICIES/AGREEMENTS**

**a) 08121-1:UD:ORD Amend Town of Menasha Municipal Code Chapter 28.31 Capital Cost, Replacement, Connection Fees and Impact Fees - Second Reading and Adoption**

President Tews announced that although the ordinance was on the agenda for a second reading and adoption, Administrator Sturgell recommended that Board members table the ordinance or go to a third reading as he was awaiting additional information from the Town's Attorney.

MOTION: McQuillan/McNamee to approve the second reading only.

Commissioner Youngquist expressed opposition of the proposed deferral of the fees, and stated he felt unfairness to those who have paid the fee in the past and would pay the fee in the future. He felt the fee was reasonable, not excessive, will not 'make money' for the Town, and there was no need for reduction.

President Tews admitted he was also struggling with this proposed reduction.

Commissioner McQuillan commented that it is worthwhile to discuss details because fees are different than assessments and the laws are unique for each. She stated she was thankful and appreciative for the board members to have thought of all scenarios and agrees with taking the time to have a second reading only this evening.

Barb Knaack, Irish Road, wanted clarification of the potential delay with the second reading of the ordinance and Administrator Sturgell explained he was awaiting answers regarding public input and a public hearing; asked Comm. Dev. Director Dearborn whether impact fees were affecting business and development in the Town; she stated a major developer had left the Town.

William Ottow, Dunning Street, spoke of CB Park remaining town property, and bantering that occurred between the townspeople and the Town over this land. President Tews noted that when the lateral was run through CB Park, it saved the Town residents several hundred thousand dollars.

President Tews suggested residents express their concerns to the Administrator, and further commented that someone must pay impact fees and they should be paid by those who would benefit from it.

On the second reading only, motion carried 4-1 with Comm. Youngquist voting NO.

8. **APPROVAL OF MINUTES**

a) **Regular Meeting - January 21, 2008**

MOTION: Hanson/McQuillan to dispense with the reading of the above minutes and approve as submitted.  
Motion carried.

9. **CORRESPONDENCE**

a) **2007 Industrial Surcharges**

b) **Water Main Breaks Report - January 2008**

c) **Water Pumpage Report - January 2008**

MOTION: McQuillan/Hanson to accept the correspondence as submitted.

Commissioner Youngquist questioned the high industrial surcharges for SCA in Nov. and Dec., and Supt. Laabs explained. On the motion, motion carried.

10. **REPORTS**

a) **President Tews:** Announced the Town meetings broadcast time change to 8:00 p.m. on Fridays.

b) **Wastewater Superintendent Laabs:** Midway Road Reconstruction Project - Supt. Laabs stated workers replaced 2 manhole covers; performed televising.

Commissioner Hanson inquired about the status of the August Winters' invoice. Finance Director Piergrossi stated she had been in contact with August Winters on the issue of payment to the Town. Staff inquired as to whether reimbursement could be in exchange for other work currently being done by the firm. Piergrossi stated yes, it was merely an issue in the bookkeeping process.

11. **MOTIONS BY COMMISSIONERS**

12. **ADJOURNMENT**

At 5:29 p.m., MOTION: McQuillan/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen J. Backman, Secretary

**Town of Menasha  
Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, February 25, 2008**

**Minutes**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioner McQuillan, Commissioner Hanson, Commissioner McNamee and Commissioner Youngquist.

Also present were Administrator Sturgell, Com. Dev. Dir. Dearborn, Engineer Werner, Accts. Mgr. & Deputy Treas. Pagel, Wastewater Supt. Laabs, Water Supt. Roth, PC Reporter Mike King, Barb Knaack, Pat Dobberke, Jay Schroeder, Melvin Schultz, Dennis Gerhart, Amy Vaclavik, and Paul Eisen. Finance Dir. Piergrossi was excused.

**2. AWARDS/PRESENTATIONS**

**3. PUBLIC FORUM**

**4. DISCUSSION ITEMS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**a) 080225-1:UD Bid Award - 2008 Construction of Well #7 and Well #8**

MOTION: McQuillan/McNamee to award the bid to Water Well Solutions, Inc., in the amounts of \$419,961 for Well #7 and \$350,891 for Well #8.

Commissioner Youngquist questioned a \$5,000 cost reduction for the entire project, and Water Superintendent Roth stated the credit would occur at completion.

Water Superintendent Roth explained the project indicating that, in addition to the project as bid, there must be a water pipe line run to the plant, plus electrical service.

Ms. Amy Vaclavik, Project Engineer for McMahon Associates explained the amounts approved for each of the wells does not include the other items mentioned such as running water pipe lines and electric which will be additional costs. Motion carried.

**b) 080225-2:UD Expenditures**

MOTION: Youngquist/Hanson to approve the expenditures as submitted with the exception of none. Motion carried.

**7. ORDINANCES/POLICIES/AGREEMENTS**

**8. APPROVAL OF MINUTES**

**9. CORRESPONDENCE**

**10. REPORTS**

**a) Administrator Sturgell - Public Hearing for Impact Fee Ordinance - March 10, 2008:** Administrator Sturgell announced the Public Hearing will be held, and stated there had been a first and second reading on the Impact Fee ordinance and will await the third reading until we hear final comments from the citizens. He then explained briefly for those in attendance what the proposal will be.

Res. Barb Knaack expressed concern with confusion by some residents about the fees and encouraged Administrator Sturgell to give a clear explanation at the Public Hearing.

11. MOTIONS BY COMMISSIONERS

12. ADJOURNMENT

At 5:12 p.m., MOTION: McQuillan/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

**Town of Menasha  
Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, March 10, 2008**

**Minutes**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

President Arden Tews called the meeting to order at 5:43 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioner McQuillan, Commissioner Hanson, Commissioner McNamee and Commissioner Youngquist.

Also present were Administrator Sturgell, Finance Director Piergrossi, Engineer Werner, Wastewater Supt. Laabs, Water Supt. Roth, Pat Dobberke, Melvin Schultz, Dennis Gerhart, Pat Dobberke, Bruce Anunson, Patti Haase, Allen Haase, Penny Troiber and Paul Eisen.

Accts. Mgr. & Deputy Treas. Pagel and Com. Dev. Dir. Dearborn were excused.

**2. AWARDS/PRESENTATIONS**

**3. PUBLIC FORUM - Non-Agendized Utility District Related Matters**

Dennis Gerhart, Sterling Heights Drive, made overall good comments about the stormwater management meeting he attended and afterward then felt the necessity for the Town to make immediate contact with the DNR about the proposed pond sites. Mr. Gerhart stated he spoke with representatives from the DNR and they had not yet been contacted and presented the pond sites, nor have the engineers yet approved the plans. He requested the board members and staff to contact the DNR.

Pat Dobberke, Palisades Lane, commented on impact fees and the idea of having mitigation.

**4. DISCUSSION ITEMS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

a) 080310-1:UD Expenditures

MOTION: Youngquist/Hanson to approve the expenditures as submitted with the exception of none. Motion carried.

**7. ORDINANCES/POLICIES/AGREEMENTS**

**8. APPROVAL OF MINUTES**

a) Regular Utility Commission Meeting - February 11, 2008

MOTION: McNamee/Youngquist to dispense with the reading of the above minutes and approve as submitted.

Motion carried. MOTION: McNamee/Youngquist to amend the minutes under 7.a. as read, "President Tews noted that when the lateral was run through CB Park, it saved the Town residents several hundred thousand dollars."

**9. CORRESPONDENCE**

**10. REPORTS**

- a) Wastewater Superintendent Laabs - Reviewed televising reports and stated in the area of Glenview Drive sanitary sewer mains need replacement. He will bring back the results to present to the Board members.
- b) Water Superintendent Roth - Stroebe Road Water Main: Commented on several water main breaks which have occurred because of badly deteriorated pipe (shown) which feeds Great Northern Container and all of Stroebe Island. Approximately 975 ft. of pipe must be replaced. Costs will be obtained and added to the bid package.

**11. MOTIONS BY COMMISSIONERS**



12. **ADJOURNMENT**

At 5:55 p.m., MOTION: McQuillan/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

**- PROPOSED MINUTES -**

**WAVERLY SANITARY DISTRICT**

**March 18, 2008**

**District Office - N8722 County Rd. LP**

The meeting was called to order at 8:30 a.m. by President Helein.

Present: President Helein	(WCH)	Operator Vick	(DAV)
Commissioner Sambs	(MLS)	Operator Krueger	(RWK)
Commissioner Fulcer	(LJF)	Operator VanZeeland	(TGV)
Engineer Martenson	(SCM)	Office Mgr. Girdley	(CMG)
Resident Jerry Lopas		Admin. Asst. Hallock	(SAH)

Approval/acceptance of the 2/12/08 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the February 2008 Preliminary Financial and Budget Comparison Reports was accomplished through MLS' motion and LJF's second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

**Appleton's Rate Review – CMG to report status**

CMG stated COA's Council approved the proposed 12% increase application that has been submitted to the PSC for approval. WSD/Commission received a copy of COA's PSC application. WSD has a 90-day time frame from COA's rate effective date to apply to the PSC for a PWAC (Purchase Water Adjustment Clause) based on the COA's rate increase to WSD.

**OLD BUSINESS**

**- Water Sample Tests' Results**

DAV reported all five tests taken on 2/19/08 were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Force Main Connection – Meter station's monitoring data discussion**

SCM/DAV reported the results of Badger Labs February 2008 flow metering data was inaccurate after the first three days of testing. The reason is unknown. Badger Labs has credited WSD for days 4 thru 7 of the February testing to be applied to future testing costs. Badger Labs recommended utilizing a different manhole for future sampling. WSD/COM will continue to monitor and compare the flow meters at COM and LS #1 for another month or so to determine if anything else must be done. The report compiled thru 3/15/08 indicates the fluctuation has stabilized to 4.5% to 5% with the COM's flow meter measuring the lower flows.

**WAVERLY SANITARY DISTRICT**

March 18, 2008

Page 2

**OLD BUSINESS – CONTINUED**

- **Future Water Supply Connection (2<sup>nd</sup>) to Appleton – Status discussion**  
SCM reported Warehouse Specialists is in negotiation with another party regarding a land purchase that could affect WSD's proposed 2<sup>nd</sup> water connection and has not received contact from Warehouse Specialists since WSD's 2/12/08 meeting. The proposed lot will be approximately 70' by 100' and will require a variance from Calumet County. SCM is currently finalizing the metering/piping plans for submittal to COA's metering department. Interior planning will continue to make ready for building construction when the lot becomes available.

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **Birling Court Extension (Andrysczyk) – Project status report**  
CMG stated DNR sanitary/water main extension approvals were received 1/8/08. SCM anticipates the Birling Ct. extension will be installed during spring 2008 or when the housing market improves.
- **Lake Park Condominiums – Project status report**  
SCM has not received contact/information regarding this project since WSD's 2/12/08 Meeting.
- **Outagamie LLC Future Development – Project status report (18 acres)**  
**Location: North of Woodland Terrace and south of Manitowoc Rd.**  
SCM has not received contact/information regarding this project since WSD's 2/12/08 Meeting.
- **Crestwood Subdivision – Location: Southside of Midway Road – Off Cottonwood Drive – Between Eternal Love Lutheran Church and Barker Farm Estates**  
SCM has not received contact/information regarding this project since WSD's 2/12/08 Meeting.
- **1<sup>st</sup> Addition – Lake Park Heights – Project status report**  
SCM has not received contact/information regarding this project since WSD's 2/12/08 Meeting.

**NEW BUSINESS**

- **Establish the April Meeting Date – Tuesday, April 8, 2008 (8:30 a.m.) District Office**  
Tuesday, April 8, 2008 at 8:30 a.m. was established as the April meeting date/time. The meeting will be held at the District's office.

**WAVERLY SANITARY DISTRICT**

March 18, 2008

Page 3

**OFFICE REPORT** (Attachment #2, pp. 1-7)

CMG briefly reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

**FIELD REPORT** (Attachment #3A, pp. 1-5 & Attachment #3B)

**Note:** Attachments were unavailable as of meeting minutes' issuance date. Attachments will be provided with future meeting minutes when available.

A Field Report was not submitted for meeting minutes' attachment.

DAV reported receiving contact from various lawn care services and questioned whether Fulcer, Inc. will be submitting an estimate for WSD's 2008 lawn maintenance. LJF stated Fulcer, Inc.'s 2008 lawn care charges will remain the same per application as the 2007 lawn care charges. Only three applications were done during 2007 due to the extreme hot/dry summer. The Commission agreed Fulcer, Inc. will provide WSD's 2008 lawn care.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

Since there wasn't any other business to legally come before the Commission, MLS moved/LJF seconded meeting adjournment. Motion carried 3-0.

Meeting adjourned at 8:45 a.m.

Submitted by Susan A. Hallock

# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning APRIL 21 20 08  
ending JUNE 30 20 08

TO THE GOVERNING BODY of the: ☐ Town of  
☐ Village of } MENASHA  
☒ City of }  
County of WINNEBAGO Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY  
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶

WISEGUYS PIZZERIA + PUB LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President (Member)	Member	Brenda Jorgensen	1019 Brighton Dr Menasha 54952
Vice President (Member)	Member	Lance J. Haen	1019 Brighton Dr Menasha 54952
Secretary (Member)	Member	Jerome A. Haen	57 Bellvue Place Appleton 54913
Treasurer (Member)	Member	Jason C. Haen	4369 Sugar Maple Lane Appleton 54913
Agent ▶	OWNER	BRENDA JORGENSEN	1019 BRIGHTON DR. MENASHA, WI 54952

Directors/Managers

3. Trade Name ▶ WISEGUYS PIZZERIA + PUB Business Phone Number 920-830-8336
4. Address of Premises ▶ 1440 S. ONEIDA ST. MENASHA, WI Post Office & Zip Code ▶ 54952
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1-15-08 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SUITE J OF A STRIP MALL
10. Legal description (omit if street address is given above):
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No  
(b) If yes, under what name was license issued?
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No
14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO before me

this 3 day of APRIL, 20 08

My commission expires

Brenda Jorgensen  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

Lance J. Haen  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional signers (s) Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/3/08</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued

Applicant's Wisconsin Seller's Permit Number: <u>456-0000149773-03</u>	
Federal Employer Identification Number (FEIN): <u>75-3264424</u>	
<b>LICENSE REQUESTED ▶</b>	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$ <u>10,000.00</u>
Publication fee	\$ <u>50.00</u>
<b>TOTAL FEE</b>	\$

# **SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town/Village/City of MENASHA County of WINNEBAGO

The undersigned duly authorized officer(s)/members/managers of WISEGUYS PIZZERIA + PUB LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

WISEGUYS PIZZERIA + PUB

(trade name)

located at 1440 S. ONEIDA ST. SUITE J, MENASHA, WI 54952

appoints BRENDA JORGENSEN

(name of appointed agent)

1019 BRIGHTON DR. MENASHA, WI 54952

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 14 yrs.

Place of residence last year: 1019 BRIGHTON DR. MENASHA, WI 54952

For: WISEGUYS PIZZERIA + PUB LLC

(name of corporation/organization/limited liability company)

By: BRENDA JORGENSEN

(signature of Officer/Member/Manager)

And:

(signature of Officer/Member/Manager)

## **ACCEPTANCE BY AGENT**

I, BRENDA JORGENSEN  
(print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

BRENDA JORGENSEN

(signature of agent)

4-1-08

(date)

Agent's age           

1019 BRIGHTON DR. MENASHA, WI 54952

(home address of agent)

Date of birth           

## **APPROVAL OF AGENT BY MUNICIPAL AUTHORITY** (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on April 17, 2008

(date)

by Rod Hand

(signature of proper local official)

Title Chief of Police

(may be chief, village president, police chief)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <u>Hagen</u> (First Name) <u>Jason</u> (Middle Name) <u>C.</u>		SOCIAL SECURITY NUMBER <u>[REDACTED]</u>	
HOME ADDRESS (Street/Road) <u>4369 Sugar Maple Lane</u>		POST OFFICE <u>Appleton</u>	STATE <u>WI</u> ZIP CODE <u>54913</u>
HOME PHONE NUMBER <u>920-774-1945</u>	AGE <u>[REDACTED]</u>	DATE OF BIRTH <u>[REDACTED]</u>	PLACE OF BIRTH <u>Appleton</u>

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☒ A member of a partnership which is making application for an alcohol beverage license.
- ☐ \_\_\_\_\_ of \_\_\_\_\_

(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

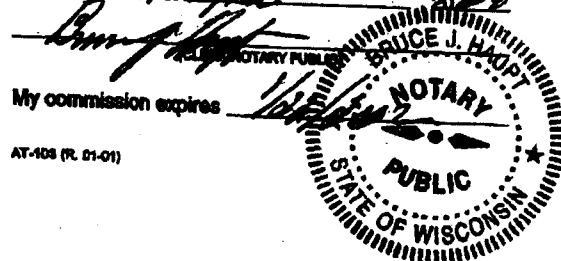
- How long have you continuously resided in Wisconsin prior to this date? Since 1973
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒  
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? .... Yes ☐ No ☒  
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_  
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_  
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)
- Named individual must list in chronological order last two employers.  

Employer's Name <u>Van's Realty Construction</u>	Employer's Address <u>2525 S. Orosio St Appleton WI</u>	From <u>1995</u>	Employed To <u>present</u>
---	--	---------------------	-------------------------------

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 2 day of April



My commission expires

(SIGNATURE OF NAMED INDIVIDUAL)

Printed on Recycled Paper  
Wisconsin Department of Revenue

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <b>HAEN</b> (First Name) <b>Jerome</b> (Middle Name) <b>A.</b>		SOCIAL SECURITY NUMBER	
HOME ADDRESS (Street/Route) <b>57 Bellevue Place</b>		POST OFFICE <b>Appleton</b>	STATE <b>WI</b> ZIP CODE <b>54913</b>
HOME PHONE NUMBER <b>920 734 6485</b>	AGE	DATE OF BIRTH	PLACE OF BIRTH

The above named individual provides the following information as a person who is (check one):

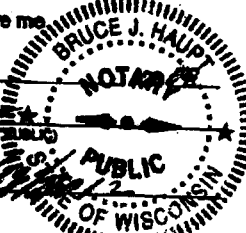
- ☐ Applying for an alcohol beverage license as an individual.
- ☒ A member of a partnership which is making application for an alcohol beverage license.
- ☐ \_\_\_\_\_ of \_\_\_\_\_ (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NON-PROFIT ORGANIZATION) which is making application for an alcohol beverage license.


The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? \_\_\_\_\_
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒  
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? .... Yes ☐ No ☒  
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_  
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_  
(NAME OF WHOLESALE LICENSEE OR PERMITEE) \_\_\_\_\_ (ADDRESS BY CITY AND COUNTY)
- Named individual must list in chronological order last two employers.  

Employer's Name	Employer's Address	From	Employed To
<b>Retired</b>			

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me  
this 2 day of April  
  
My commission expires 12/12/2012

  
(SIGNATURE OF NAMED INDIVIDUAL)



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <u>HAEN</u> (First Name) <u>LANCE</u> (Middle Name) <u>Jerome</u>		SOCIAL SECURITY NUMBER <u>[REDACTED]</u>	
HOME ADDRESS (Street/Road) <u>W 6986 Hickory NUT TRAIL</u>		POST OFFICE <u>APPLETON</u>	STATE <u>WI</u> ZIP CODE <u>54914</u>
HOME PHONE NUMBER <u>920 738 0614</u>	AGE <u>[REDACTED]</u>	DATE OF BIRTH <u>[REDACTED]</u>	PLACE OF BIRTH <u>APPLETON</u>

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☒ A member of a partnership which is making application for an alcohol beverage license.
- ☐ \_\_\_\_\_ of \_\_\_\_\_

(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? SINCE 1970
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒  
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? .... Yes ☐ No ☒  
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_

(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)

- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? ..... Yes ☐ No ☒  
(If yes, identify.) \_\_\_\_\_

(NAME OF WHOLESALE LICENSEE OR PERMITTEE)

(ADDRESS BY CITY AND COUNTY)

- Named individual must list in chronological order last two employers.

Employer's Name <u>VANS Realty + Construction</u>	Employer's Address <u>2525 S. Oneida St. Appleton WI</u>	Employed From <u>1985</u>	To <u>Present</u>
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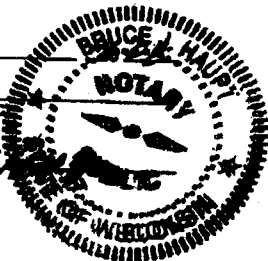
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 2 day of April

[Signature]  
(CLERK/NOTARY PUBLIC)

My commission expires VI



[Signature]  
(SIGNATURE OF NAMED INDIVIDUAL)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <b>JORGENSEN</b> (First Name) <b>BRENDA</b> (Middle Name) <b>JOAN</b>		SOCIAL SECURITY NUMBER <b>[REDACTED]</b>	
HOME ADDRESS (Street/Route) <b>1019 BRIGHTON DR. MENASHA</b>		POST OFFICE	STATE <b>WI</b> ZIP CODE <b>54952</b>
HOME PHONE NUMBER <b>920-969-9316 (C) 920-277-9140</b>	AGE <b>[REDACTED]</b>	DATE OF BIRTH <b>[REDACTED]</b>	PLACE OF BIRTH <b>ECONOMOWOC, WI</b>

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ AGENT of WISEGUYS PIZZERIA - PUB LLC  
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 14 yrs.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒  
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? .... Yes ☐ No ☒  
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... Yes ☐ No ☒  
(If yes, identify.)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? ..... Yes ☐ No ☒  
(If yes, identify.)

(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)

(NAME OF WHOLESALE LICENSEE OR PERMITTEE)

(ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.

SEE EMPLOYED DEJAVU CONSTRUCTION Employer's Name 1019 BRIGHTON DR. MENASHA, WI Employer's Address  
DEJAVU HAIR SALON From OCT. 2004 To PRESENT  
2000-2004

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 3 day of APRIL, 2008

My commission expires APRIL 22 2012

AT-105 (R. 01-01)

Brenda Jorgensen  
(SIGNATURE OF NAMED INDIVIDUAL)

Printed on Recycled Paper  
Wisconsin Department of Revenue



City of Menasha • Department of Community Development

To: Debbie Galeazzi  
From: Building Inspection Department  
Date: 7/14/08

**RE: Liquor License Inspection**

Address: 1440 Oweida St.  
Wise Guy Pizza

The premise at the above address has been inspected for compliance with State and Local Building Codes and found to be:

☒ **COMPLIANT**

☐ **NON - COMPLIANT**  
Recommend delaying license approval until all Violations are corrected.

Respectfully submitted

Dennis Jansen

City of Menasha Building Inspector

Dan Coffey

  
City of Menasha Building Inspector



City of Menasha • Health Services

**Date:** April 16, 2008

**To:** City of Menasha Common Council

**From:** Todd Drew, R.S. – Sanitarian  
City of Menasha Health Department

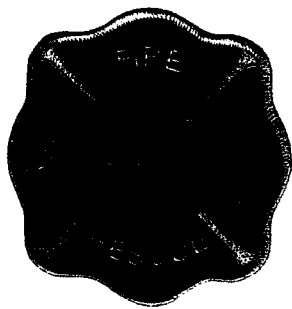
**Re:** **Liquor License Renewal Inspection conducted at Wise Guys Pizza**

An inspection was conducted at Wise Guys Pizza 1440 S. Oneida Street, Menasha due to application for liquor license.

The health inspection conducted in this establishment included standard sanitation, equipment condition, food safety, plumbing, employee hygiene, toilet and hand washing facilities, insect and rodent control and general condition using Wisconsin Administrative Code and the Wisconsin Food Code (Food Establishment Code) as a basis for inspection procedures.

The inspection conducted at Wise Guys did not cite any violations which would necessitate holding the liquor license application.

If you should have any questions regarding this information, please do not hesitate to contact me.



## **Memorandum**

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TO: Debbie Galeazzi, City of Menasha Clerk  
FROM: Assistant Chief/Fire Marshall Al Auxier  
DATE: April 16, 2008  
RE: Liquor License, Wiseguys Pizzeria & Pub

I did a walk through at the Wiseguys Pizzeria & Pub, 1440 Oneida Street and found the building in a condition that would allow me to approve the liquor license request for this occupancy.

If you have any questions or concerns please email or give me a call.

**WINNEBAGO COUNTY COMMISSION ON AGING  
PROJECT PROPOSAL - 2009**

1. PROGRAM NAME Activity Coordinator – Menasha Senior Center

2. PROVIDER IDENTIFICATION:

NAME City of Menasha

ADDRESS 140 Main Street

CITY Menasha

TELEPHONE 920-967-3600

EMAIL ADDRESS sbull@ci.menasha.wi.us

3. PROJECT DIRECTOR:

NAME Sylvia Bull TITLE Senior Center Supervisor

ADDRESS 116 Main Street, Menasha TELEPHONE 920-967-3531

4. UNITS OF SERVICE TO BE PROVIDED:

ONE UNIT IS DEFINED AS 1 hour of service

NUMBER TO BE PROVIDED 2176

COST PER UNIT \$20.40 (DIVIDE TOTAL PROJECT COST  
BY UNITS TO BE PROVIDED)

5. PROGRAM INCOME: DESCRIBE YOUR ACTIONS IN THE AREA OF  
CONTRIBUTIONS AND/OR PROGRAM INCOME:

Senior citizens participating in the Senior Center programs, services, workshops, classes, and seminars share in the cost  
through program fees and donations. Monthly fund raisers such as parties and other social events provide additional  
income. A senior citizen unable to participate in any center activity because of financial hardship can request to have  
fees waived or reduced.

6. PERSON WHO COMPLETED THIS PROPOSAL:

NAME Susan Nett RN MPA TITLE Public Health Director

**AUTHORIZATION TO REQUEST FUNDS**

I hereby certify that City of Menasha (Agency, Gov't Unit,  
Organization has legal authority to enter into contractual agreements and has authorized me to sign on its behalf to request funds  
from the Winnebago County Commission on Aging. I further certify that funds awarded will be used solely for the purposes(s) set  
forth in accordance with all applicable laws, regulations, policies and procedures of Federal, State and Winnebago County.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### SECTION III - SERVICE FUNDED FOR 2009

#### 111. A. Service Funded for 2009

1. Program Name Activity Coordinator – Menasha Senior Center
2. Program Description The activity coordinator is responsible for monitoring day to day functions and planning special events, programs, classes, and trips. The activity coordinator provides a supportive atmosphere, and has the capability of overseeing the Senior Center in the absence of the Senior Center supervisor. The activity coordinator works closely with the supervisor to continuously improve and enhance opportunities for social interaction and intellectual stimulation for all senior center participants.
3. Geographic area to be served City of Menasha and surrounding area
4. Provider Information:
  - a. Name of Provider Menasha Senior Center
  - b. Address 116 Main Street  
Menasha, WI 54952
  - c. Contact Person Sylvia Bull
  - d. Telephone Number 920-967-3531
  - e. Provider Type: Public X Non-Profit        For-Profit
  - f. Minority Provider: X
  - g. Contract Period: January 1, 2009 to December 31, 2009
5. Estimated Population to be served:

a. Number of all Older Persons:	<u>2900</u>
b. Number of Minority Older Persons: 1%	<u>29</u>
c. Number of Low-income Older Persons: 35%	<u>1015</u>
d. Number of Frail and Disabled Older Persons: 2%	<u>58</u>
e. Number of Rural Older Persons: 95%	<u>2755</u>
6. Estimated Number of Units of Service to be Provided: 2176 hours

## SECTION IV – BUDGET FOR 2009

IV. A. Supportive Services Budget – 2009

Program Name: Activity Coordinator – Menasha Senior Center      Aging Service Category N/A

Program Activity	Title III-B A.	Title III-D b.	Senior Comm. Serv. C.	State Ben. Spec. d.	Program Income e.	Local Match f.	Other Resources g.	Total (a-g) h.
1. Personnel	10219					1135	30748	42102
2. Travel							250	250
3. Rent/Utilities								
4. Communications								
5. Consultants								
6. Training							200	200
7. Supplies					1250			1250
8. Equipment								
9. Other Specify					Subscriptions 100		Liability Ins. 500	600
10. Total Costs	10219				1350	1135	31698	44402



**WINNEBAGO COUNTY COMMISSION ON AGING  
PROJECT PROPOSAL - 2009**

1. PROGRAM NAME Senior Center Supervisor – Menasha Senior Center

2. PROVIDER IDENTIFICATION:

NAME City of Menasha

ADDRESS 140 Main Street

CITY Menasha

TELEPHONE 920-967-3600

EMAIL ADDRESS sbull@ci.menasha.wi.us

3. PROJECT DIRECTOR:

NAME Sylvia Bull TITLE Senior Center Supervisor

ADDRESS 116 Main Street, Menasha TELEPHONE 920-967-3531

4. UNITS OF SERVICE TO BE PROVIDED:

ONE UNIT IS DEFINED AS 1 hour of service

NUMBER TO BE PROVIDED 2176

COST PER UNIT \$37.31 (DIVIDE TOTAL PROJECT COST  
BY UNITS TO BE PROVIDED)

5. PROGRAM INCOME: DESCRIBE YOUR ACTIONS IN THE AREA OF  
CONTRIBUTIONS AND PROGRAM INCOME:

Senior citizens participating in the Senior Center programs, services, workshops, classes, and seminars share in the cost  
through program fees and donations. Monthly fund raisers such as parties and other social events provide additional  
income. A senior citizen unable to participate in any center activity because of financial hardship can request to have  
fees waived or reduced.

6. PERSON WHO COMPLETED THIS PROPOSAL:

NAME Susan Nett RN MPA TITLE Public Health Director

**AUTHORIZATION TO REQUEST FUNDS**

I hereby certify that City of Menasha (Agency, Gov't Unit,  
Organization has legal authority to enter into contractual agreements and has authorized me to sign on its behalf to request funds  
from the Winnebago County Commission on Aging. I further certify that funds awarded will be used solely for the purposes(s) set  
forth in accordance with all applicable laws, regulations, policies and procedures of Federal, State and Winnebago County.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### SECTION III - SERVICE FUNDED FOR 2009

#### 111. A. Service Funded for 2009

1. Program Name Senior Center Supervisor – Menasha Senior Center
2. Program Description The Menasha Senior Center plans programs, services, and social activities according to the needs and requests of the senior citizen population. Program development and ideas are supported by an active senior center planning committee. The Senior Center also provides information and referral services to seniors as well as providing social interaction opportunities through personal contact and established activities. Ongoing activities and seminars are planned with a broad range of interests to encourage participation by all senior citizens. The Senior Center is in the process of becoming accredited in 2008.
3. Geographic area to be served City of Menasha and surrounding area
4. Provider Information:
  - a. Name of Provider Menasha Senior Center
  - b. Address 116 Main Street  
Menasha, WI 54952
  - c. Contact Person Sylvia Bull
  - d. Telephone Number 920-967-3531
  - e. Provider Type: Public X Non-Profit \_\_\_\_\_ For-Profit \_\_\_\_\_
  - f. Minority Provider: X
  - g. Contract Period: January 1, 2009 to December 31, 2009
5. Estimated Population to be served:

a. Number of all Older Persons:	<u>2900</u>
b. Number of Minority Older Persons: 1%	<u>29</u>
c. Number of Low-income Older Persons: 35%	<u>1015</u>
d. Number of Frail and Disabled Older Persons: 2%	<u>58</u>
e. Number of Rural Older Persons: 95%	<u>2755</u>
6. Estimated Number of Units of Service to be Provided: 2176 hours

## SECTION IV – BUDGET FOR 2009

### IV. A. Supportive Services Budget – 2009

Program Name: Senior Center Supervisor – Menasha Senior Center      Aging Service Category N/A

Program Activity	Title III-B A.	Title III-D b.	Senior Comm. Serv. C.	State Ben. Spec. d.	Program Income e.	Local Match f.	Other Resources g.	Total (a-g) h.
1. Personnel	15575					1731	45451	62757
2. Travel							250	250
3. Rent/Utilities					3000		5350	8350
4. Communications					1300		775	2075
5. Consultants								
6. Training							480	480
7. Supplies							1930	1930
8. Equipment								
9. Other Specify							* 5355	5355
10. Total Costs	15575				4300	1731	59591	81197

\* #9 includes liability insurance, printing costs, contract services (pest control), building repair/maintenance, dues and subscriptions.

**WINNEBAGO COUNTY COMMISSION ON AGING  
PROJECT PROPOSAL – 2009**

1. PROGRAM NAME 60 Plus Health Program

2. PROVIDER IDENTIFICATION:

NAME Menasha Health Department

ADDRESS 316 Racine Street

CITY Menasha

TELEPHONE 920-967-3520

EMAIL ADDRESS snett@ci.menasha.wi.us

3. PROJECT DIRECTOR:

NAME Susan Nett TITLE Public Health Director

ADDRESS 316 Racine Street TELEPHONE 920-967-3521

4. UNITS OF SERVICE TO BE PROVIDED:

ONE UNIT IS DEFINED AS 1 Health Screening or Nursing Service Encounter or 1 Health Education Session per individual.

NUMBER TO BE PROVIDED 2800

COST PER UNIT \$10.09 (DIVIDE TOTAL PROJECT COST  
BY UNITS TO BE PROVIDED)

5. PROGRAM INCOME: DESCRIBE YOUR ACTIONS IN THE AREA OF  
CONTRIBUTIONS AND/OR PROGRAM INCOME:

A donation container is routinely displayed at each health screening/health education activity for awareness of the program's need. Donations are used to defray costs of the program and purchase such items as screening supplies, printing, and promotional materials for large screening events such as wellness screening and skin cancer screening.

6. PERSON WHO COMPLETED THIS PROPOSAL:

NAME Susan Nett RN MPA TITLE Public Health Director

**AUTHORIZATION TO REQUEST FUNDS**

I hereby certify that City of Menasha (Agency, Gov't Unit, Organization has legal authority to enter into contractual agreements and has authorized me to sign on its behalf to request funds from the Winnebago County Commission on Aging. I further certify that funds awarded will be used solely for the purposes(s) set forth in accordance with all applicable laws, regulations, policies and procedures of Federal, State and Winnebago County.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### SECTION III - SERVICES FUNDED FOR 2009

III. A Services Funded for 2009

1. Program Name 60 Plus Health Program

2. Program Description See next page for description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Geographic area to be served City of Menasha and surrounding area served by the Menasha Senior Center.

4. Provider Information:

a. Name of Provider Menasha Health Department

b. Address 316 Racine Street  
Menasha, WI 54952

c. Contact Person Susan Nett RN MPA

d. Telephone Number (920)967-3520

e. Provider Type: Public x Non-Profit        For- Profit       

f. Minority Provider: x

g. Contract Period: January 1, 2009 to December 31, 2009

5. Estimated Population to be served:

a. Number of All Older Persons: 1000

b. Number of Minority Older Persons: 1% 10

c. Number of Low-income Older Persons: 35% 350

d. Number of Frail and Disabled Older Persons: 2% 20

e. Number of Rural Older Persons: 95% 950

6. Estimated Number of Units of Service to be Provided: 2800

Question #3

1. Health Screening Activities:

Various health screenings such as blood pressure, anemia, hearing, vision (glaucoma), diabetes, hemocult, urine (sugar, nitrite, protein), and osteoporosis screenings are scheduled monthly throughout the year at the Menasha Senior Center. Selected health screenings are offered during the year at Elizabeth Court Apartments, Lakeside Commons Apartments, and Keenagers Home For Independent Living. Additional single special screening/health events are coordinated with other health organizations, i.e. Cholesterol/"Wellness Panel" screening through ThedaCare labs, and skin cancer screening with local dermatologists and ACS. Influenza and pneumococcal vaccines are provided in cooperation with Neenah/Menasha Visiting Nurse Association. These screenings have become increasingly more important to the elderly. As the cost of health care rises, this is one way to keep the costs down for those on a limited budget and yet provide a very affordable preventive health service.

2. Health Education Activities:

Education is used to keep today's health consumer well informed. These educational methods include: monthly health reviews in the Menasha Senior Center newsletter which reaches about 1,000 elderly; distribution of health information through Menasha Senior Center activities; and health educational brochures by medical and health specialists available upon request to the public. The Twin Cities News Record of the Post Crescent has printed health information when requested to increase public awareness. Lastly, health information is distributed semi-annually in the City of Menasha newsletter which is delivered to every residence in Menasha.

3. Health Counseling and Consultation:

Older adults have access to a professional public health nurse for health guidance, information and referral on medical concerns on an individual basis as needed. These individual health conferences are held at the Menasha Health Department, the Senior Center and the low income elderly housing complexes. Home visits are also scheduled by the public health nurse when more comprehensive health assessment and counseling is needed, or by referral from community providers, families, friends, and neighbors.

4. Health Promotion Activities;

A recent Behavioral Risk Factor Surveillance System survey (Nov 2005) completed in the Fox Cities indicates that adults over the age of 65 were the most likely to be overweight, while those in the 50-64 age category were the most likely to be obese. The 60+ Health Program has partnered with the Menasha Senior Center and the Menasha School District and annually offers an "Early Morning Indoor Walking program" at Menasha High School during the months of January, February, March, and April. During the remaining months of the year, emphasis has been placed on "Walk to Win" and biking. An increase in activity helps to improve sedentary lifestyles, and reduces the risks of cardiovascular disease, osteoporosis and mental health issues. A chair exercise program has been implemented at the Menasha Senior Center. 2009 planning will include exploring ways to expand this program.

5. Collaboration:

Collaborative efforts are ongoing between the Menasha Health department, the Menasha Senior Center, Affinity, Aurora, and Theda Care Health Systems to provide affordable and easily accessible health promotion/educational events.

# SECTION IV – BUDGET FOR 2009

## IV. A.. Supportive Services Budget – 2009

Program Name: 60 Plus Health Program

Aging Service Category N/A

Program Activity	Title III-B A.	Title III-D b.	Senior Comm. Serv. C.	State Ben. Spec. d.	Program Income e.	Local Match f.	Other Resources g.	Total (a-g) h.
1. Personnel	24729					1698		26427
2. Travel					50			50
3. Rent/Utilities						\$75/mo 900		900
4. Communications					150	150		300
5. Consultants								
6. Training					100			100
7. Supplies					375			375
8. Equipment								
9. Other Specify					Liability Ins. 100			100
10. Total Costs	24729				775	2748		28252

NO. \_\_\_\_\_

## DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of Menasha (the Issuer) to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on February 20, 1995. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s) /account(s) described below:

Water Main and Service Replacement on Third Street prior to DOT project

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purpose is reasonably expected on the date hereof, to be \$236,000.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (three (3) years if the Issuer is a "small Issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than three (3) years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this twenty-first day of April, 2008

By: \_\_\_\_\_  
Thomas R. Stoffel

Title: Comptroller/Treasurer

Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.



## CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 4/10/08-4/17/08	\$1,735,408.74
Checks # 16469-16603	

Payroll Checks for 4/10/08-4/17/08	<u>157,524.62</u>
Checks # 37889-38046	

Total	\$1,892,933.36
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\*\*Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Thursday, April 10, 2008  
Time: 09:15AM  
User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 1 of 12  
Report: 03630Alt.rpt  
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01360 ALFERI INDUSTRIAL SALES & SERV	161581	31100	55	07-202-315	89.18	CABLE/DRAIN CLNR
	Check Date 4/10/2008	Check Nbr	016469		Check Total:	89.18
01675 AMT		31100	21	04-299-022	150.00	
	Check Date 4/10/2008	Check Nbr	016470		Check Total:	150.00
02050 BADGER LAB & ENGINEERING INC	INV000033107	31201	54	10-301-212	956.00	INTERTAPE POLYMER WW SAMPLING
	Check Date 4/10/2008	Check Nbr	016471		Check Total:	956.00
02335 BECK ELECTRIC INC	E70	31100	55	07-203-240	744.41	INSTALL RECEPTACLES/SWITCHES
	E73	31100	55	07-203-240	449.01	LIGHTING @POOL
	E68	31100	55	07-202-240	62.87	BULBS FOR CURTIS REED PLAZA
	E66	31207	55	07-205-240	3,264.66	MARINA PEDESTAL REPAIR
	Check Date 4/10/2008	Check Nbr	016472		Check Total:	4,520.95
02631 CHAD BONNELL	040908	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
	Check Date 4/10/2008	Check Nbr	016473		Check Total:	675.00
02730 BRAZEE ACE HARDWARE	78809	31100	51	10-115-300	11.97	VACUUM BAGS/SANDING SCREENS
	78821	31100	51	10-115-240	284.97	TREAD
	78892	31100	53	09-102-313	54.99	MOP BUCKET
	39205	31100	55	07-202-315	19.99	SAW BLADES
	Check Date 4/10/2008	Check Nbr	016474		Check Total:	371.92
02815 SYLVIA BULL	032808	31100	53	09-212-331	116.40	MILEAGE
	Check Date 4/10/2008	Check Nbr	016475		Check Total:	116.40
02850 BY-THE-WAY VENDING LLC	040808	31100	51	04-305-730	799.85	PERSONAL PROPERTY REFUND
	Check Date 4/10/2008	Check Nbr	016476		Check Total:	799.85

Date: Thursday, April 10, 2008  
Time: 09:15AM  
User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 2 of 12  
Report: 03630Alt.rpt  
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
03145 CAREW CONCRETE & SUPPLY CO INC	758790	31100	54	10-134-300	80.00	CONCRETE
	758882	31100	54	10-134-300	80.00	CONCRETE
	Check Date 4/10/2008	Check Nbr 016477	Check Total:		160.00	
03247 CDW GOVERNMENT INC	JSK7328	31100	52	08-101-310	180.38	MAGENTA TONER
	JTF0021	31100	51	04-109-315	26.92	DVD SOFTWARE FOR WEB MANAGE
	Check Date 4/10/2008	Check Nbr 016478	Check Total:		207.30	
03490 CLEAR WATER CAR WASH	2105	31100	52	08-101-295	25.78	VEHICLE WASHES MARCH 2008
	Check Date 4/10/2008	Check Nbr 016479	Check Total:		25.78	
03500 CLIA LABORATORY PROGRAM	040308	31100	53	09-102-320	75.00	RENEWAL CERTIFICATE OF WAIVER
	040308	31100	53	09-104-320	75.00	RENEWAL CERTIFICATE OF WAIVER
	Check Date 4/10/2008	Check Nbr 016480	Check Total:		150.00	
03842 CULLIGAN WATERCARE SERVICES	033108	31100	51	10-115-201	17.85	COOLER RENTAL
	033108	31731	54	10-149-313	5.95	COOLER RENTAL
	Check Date 4/10/2008	Check Nbr 016481	Check Total:		23.80	
04125 DAVIES WATER #1476	0022394	31100	54	10-131-300	1,150.00	STAINLESS STEEL STRAPS
	0022976	31100	55	07-202-240	41.00	REPAIR WATER LINE @ KOSLO
	0022901	31100	54	10-134-300	2,379.00	GRATES
	Check Date 4/10/2008	Check Nbr 016482	Check Total:		3,570.00	
04135 DAVIS & KUELTHAU SC	290955	31100	51	02-103-211	45.00	WISCO ENTERPRISES MATTER
	Check Date 4/10/2008	Check Nbr 016483	Check Total:		45.00	
04275 DIGICORPORATION	52643	31100	51	04-106-291	96.00	BILLING STATEMENTS
	Check Date 4/10/2008	Check Nbr 016484	Check Total:		96.00	

Date: Thursday, April 10, 2008  
Time: 09:15AM  
User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 3 of 12  
Report: 03630Alt.rpt  
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04450 DWD-UI	60849	31100	55	10-215-162	7,100.00	BRIDGES
	Check Date	4/10/2008	Check Nbr	016485	Check Total:	7,100.00
05165 EMMONS BUSINESS INTERIORS	71939	31100	53	09-212-315	7,173.26	76 CHAIRS
	Check Date	4/10/2008	Check Nbr	016486	Check Total:	7,173.26
06015 FABCO EQUIPMENT INC	C170487	31731	54	10-149-383	122.11	BEARING/WASHER
	Check Date	4/10/2008	Check Nbr	016487	Check Total:	122.11
06135 JAMES M FICO PHD	040108	31100	52	08-101-215	300.00	INTERVIEW/TESTING/EVALUATION
	Check Date	4/10/2008	Check Nbr	016488	Check Total:	300.00
06520 FOX STAMP SIGN & SPECIALTY	152618	31100	53	09-102-310	12.80	STAMP/MENASHA HEALTH DEPT
	152497	31100	55	07-201-310	48.00	POOL PASS PUNCH
	Check Date	4/10/2008	Check Nbr	016489	Check Total:	60.80
07580 GUNDERSON UNIFORM & LINEN RENT	1246352	31100	51	10-115-201	24.33	MOP/MAT/BRUSH SERVICE
	1246352	31100	53	09-212-313	3.46	MAT/MOP/BRUSH SERVICE
	1246352	31100	55	07-202-313	3.46	MOP/MAT BRUSH SERVICE
	Check Date	4/10/2008	Check Nbr	016490	Check Total:	31.25
08397 FRIENDS OF HIGH CLIFF	040308	31100	55	07-201-300	33.00	CONTRIBUTION FOR NATURE PINS
	Check Date	4/10/2008	Check Nbr	016491	Check Total:	33.00
08465 HOME DEPOT CREDIT SERVICES	5020391	31100	52	08-101-240	40.50	PORCLN MRTR/POLICE
	4021088	31100	52	08-101-240	40.50	PORCLN MRTR/POLICE
	571846	31100	53	09-102-240	34.96	PRIMER/PAINT/HEALTH DEPT
	9571920	31100	53	09-102-240	23.98	PAINT/HEALTH DEPT
	7021501	31100	55	07-202-315	242.69	COMPRESSOR/NAILER/WRENCH/PKS
	Check Date	4/10/2008	Check Nbr	016492	Check Total:	382.63

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09105 INDEPENDENT INSPECTIONS LTD	301102	31100	52	03-301-216	15,406.90	PERMITS FOR MARCH 2008
Check Date	4/10/2008	Check Nbr	016493	Check Total:	15,406.90	
09290 INTERSTATE BATTERY OF GREEN BA	90044299	31731	54	10-149-383	120.90	STOCK
Check Date	4/10/2008	Check Nbr	016494	Check Total:	120.90	
11030 KAEMPFER & ASSOCIATES INC	13792	31201	54	10-301-212	625.12	IND DISCH REG PROG/WAVERLY
	13793	31201	54	10-301-212	335.97	IND DISCH REG PROG/PERMIT PREP
	13794	31201	54	10-301-212	597.60	IND DISCH REG PROG/SWR MONITOR
	13795	31201	54	10-301-212	370.62	IND DISCH REG PROG/SWR TELEVIS
	13796	31201	19	04-540-000	3,911.44	WW COLLECT SYS REHAB IMPROV
Check Date	4/10/2008	Check Nbr	016495	Check Total:	5,840.75	

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11155 KITZ & PFEIL INC	022114-0022	31100	51	10-115-300	8.04	CUP HOOKS/BULBS
	022514-0032	31100	55	07-202-240	4.30	CAULK/JEFFERSON PARK
	022514-0131	31731	54	10-149-300	23.76	STOCK
	022514-0131	31731	54	10-149-383	19.14	MISC HARDWARE
	022609-0002	31100	53	09-102-240	5.48	KEYS/ADHESIVE
	022714-0096	31100	52	05-201-240	30.58	SHOWER HEADS
	022814-0050	31100	52	05-201-240	-15.29	SHOWER HEAD RETURN
	022814-0064	31100	55	07-202-243	30.73	PAINT/CHIP BRUSH
	022909-0013	31731	54	10-149-383	6.44	HARDWARE MISC/HOOKS
	030314-0045	31100	55	07-202-240	33.16	SUPPLIES
	030314-0107	31100	53	09-102-240	12.13	CIRC BLADE/SINKER NAILS
	030414-0009	31100	55	07-202-315	33.98	2 EXTENSION CORDS
	030414-00370	31100	55	07-202-315	34.45	WORKLIGHT/ROPE
	030414-0190	31100	52	08-101-300	50.97	STORTOTE
	030614-0123	31100	52	08-101-300	203.88	STORAGE BINS/EVIDENCE ROOM
	030614-0139	31100	55	07-202-240	6.80	REPAIRS/HART PARK
	030714-0066	31100	55	07-202-240	18.66	VANDALISM/HART PARK
	031014-0002	31100	55	07-202-315	13.56	TRAIL GROOMER PREP MATERIAL
	031014-0061	31100	53	09-102-240	23.00	TRIM WORK MATERIALS
	031014-0127	31100	53	09-102-313	6.28	MAILING TAPE
	031114-0021	31100	54	10-131-300	1.29	KEYS
	031114-0032	31731	54	10-149-300	9.25	TOOLS
	031114-0078	31731	54	10-149-300	14.82	TOOLS
	031114-01170	31100	55	07-202-240	23.01	REPAIR BENCHES/SMITH
	031209-0004	31100	53	09-102-240	11.03	PAINT SUPPLIES
	031314-00070	31100	55	07-202-240	4.49	REPAIRS/HART PARK
	031314-0012	31100	53	09-102-313	6.28	MAILING TAPE
	031314-0052	31100	52	08-101-313	48.93	BULBS
	031714-0094	31100	51	10-115-300	16.63	PAINT SUPPLIES
	031814-0202	31100	51	04-109-315	10.79	SAW
	031914-0042	31100	55	07-202-240	8.20	PAINT SUPPLIES
	031914-0104	31100	52	05-201-240	29.69	SODIUM BULB
	031914-0111	31100	54	10-304-300	2.58	KEY

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	032014-0019	31100	54	10-131-300	68.37	WASHERS/SCREWS/BOLTS
	032014-00360	31100	52	08-101-240	17.35	GUN RANGE FLOOR REPAIR
	032014-0076	31201	54	10-301-300	37.79	HOSE
	Check Date	4/10/2008	Check Nbr	016498	Check Total:	860.55
12183 JOHN LANGKAU	040808	31100	52	08-101-322	84.00	CPR MATERIALS
	040808	31100	52	08-101-337	40.00	CPR CLASS INSTRUCTOR
	Check Date	4/10/2008	Check Nbr	016499	Check Total:	124.00
12250 LAWSON PRODUCTS INC	6625918	31731	54	10-149-300	44.00	STOCK
	Check Date	4/10/2008	Check Nbr	016500	Check Total:	44.00
12255 LAYDWEL CARPET ONE	12686	31100	53	09-102-240	200.00	CARPET
	Check Date	4/10/2008	Check Nbr	016501	Check Total:	200.00
13149 MATTHEWS COMMERCIAL TIRE CTR	024633	31731	54	10-149-382	150.90	TIRE SERVICE
	024641	31731	54	10-149-382	3,473.00	TIRE SERVICE
	Check Date	4/10/2008	Check Nbr	016502	Check Total:	3,623.90
13270 MCNEILUS TRUCK & MFG COMPANY	682392	31731	54	10-149-383	101.21	PART-PIN-STR LINK PVT 1.5
	Check Date	4/10/2008	Check Nbr	016503	Check Total:	101.21

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13360 MENASHA ELECTRIC & WATER UTILI	002972	31201	54	10-302-250	18,898.30	FEB 2008 SEWER CHARGE
	030308	31100	53	09-102-214	60.00	226 MAIN STREET
	030308	31100	53	09-102-223	71.60	226 MAIN STREET
	030308	31100	53	09-102-225	29.36	226 MAIN STREET
	031108	31100	12	04-399-000	7.93	RACINE/NINTH
	031108	31100	54	10-131-223	192.63	TRAFFIC LIGHTS
	031108	31201	54	10-301-223	66.40	LIFT STATIONS
	031108	31100	55	07-202-223	479.68	TRAFFIC LIGHTS
	031108	31100	55	07-202-223	9.29	PARKS
	031108	31100	55	07-202-225	62.36	PARKS
Check Date 4/10/2008 Check Nbr 016504 Check Total:					19,877.55	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,860.00	
		31100	21	04-299-020	17,233.00	
Check Date 4/10/2008 Check Nbr 016505 Check Total:					19,093.00	
		31100	21	04-299-033	119.99	
Check Date 4/10/2008 Check Nbr 016506 Check Total:					119.99	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	225.00	
		31100	21	04-299-033	0.00	
Check Date 4/10/2008 Check Nbr 016507 Check Total:					225.00	
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	248.16	
	Check Date 4/10/2008 Check Nbr 016508 Check Total:					248.16
13445 MENASHA PUBLIC WORKS FACILITY	040808	31100	11	04-111-000	50.00	PETTY CASH/YARD ATTENDANT
	Check Date 4/10/2008 Check Nbr 016509 Check Total:					50.00
13625 MILLER & ASSOCIATES	18912	31826	55	07-202-300	1,221.00	DONATED BENCH
	Check Date 4/10/2008 Check Nbr 016510 Check Total:					1,221.00



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13647 JOY MILLER	040308	31100	53	09-102-331	19.90	MILEAGE
	Check Date 4/10/2008	Check Nbr	016511	Check Total:	19.90	
13685 MINNESOTA MUTUAL LIFE INSURANC	MAY2008	31100	21	04-618-000	2,388.54	BASIC
	Check Date 4/10/2008	Check Nbr	016512	Check Total:	2,388.54	
13820 MTAW	040908	31100	51	04-106-320	40.00	DUES MAY 1-APRIL 30
		31100	51	04-106-320	40.00	DUES MAY 1-APRIL 30
	Check Date 4/10/2008	Check Nbr	016513	Check Total:	80.00	
14010 N&M AUTO SUPPLY	210776	31731	54	10-149-383	24.08	AIR FILTER
	210533	31731	54	10-149-383	18.31	FUEL/AIR FILTER
	210996	31731	54	10-149-383	250.00	CABLES
	Check Date 4/10/2008	Check Nbr	016514	Check Total:	292.39	
14363 NIELSON COMMUNICATIONS	APP08-22470	31731	54	10-149-315	2,480.00	RADIO EQUIPMENT
	Check Date 4/10/2008	Check Nbr	016515	Check Total:	2,480.00	
14385 NOFFKE LUMBER INC	080320809670	31100	53	09-102-240	45.37	MATERIAL/HEALTH
	080320809732	31100	53	09-102-240	9.19	MATERIAL/HEALTH
	080320809719	31100	53	09-102-240	13.40	MATERIALS/HEALTH
	080320809726	31100	53	09-102-240	248.08	DOORS
	080320809656	31100	53	09-102-240	209.84	DRYWALL STUDS
	080320809819	31100	51	10-115-300	9.38	MASONRY BIT
	080320809938	31100	51	10-115-240	9.60	OFFICE TRIM/IT
	080320810011	31100	55	07-202-300	3.90	LATEX CONCRETE SEALER
	080320809681	31100	53	09-102-240	18.50	DRYWALL NAIL
	Check Date 4/10/2008	Check Nbr	016516	Check Total:	567.26	

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14532 NRC	2847	31485	54	10-134-212	2,586.94	POND LANDSCAPE/MANITOWOC
	Check Date	4/10/2008	Check Nbr	016517	Check Total:	2,586.94
15080 OFFICEMAX INC	809323	31100	51	01-102-310	9.16	OFFICE SUPPLIES/MAYOR
	809323	31100	51	04-101-310	23.57	OFFICE SUPPLIES/COMMON COUNCIL
	Check Date	4/10/2008	Check Nbr	016518	Check Total:	32.73
16025 PACKER CITY INTERNATIONAL	3280720052	31731	54	10-149-383	46.92	AIR FILTER
	3280720051	31731	54	10-149-383	36.97	AIR FILTER
	3280740043	31731	54	10-149-383	114.31	FILTERS/PLUGS/STOCK SUPPLIES
	3280780065	31731	54	10-149-383	8.04	PARTS
	Check Date	4/10/2008	Check Nbr	016519	Check Total:	206.24
16095 PARTS ASSOCIATES INC	PAI0739248	31731	54	10-149-300	-156.45	PIPES/RETURN
	PAI0736039	31731	54	10-149-300	264.71	STOCK SUPPLIES
	Check Date	4/10/2008	Check Nbr	016520	Check Total:	108.26
16465 POSTAL ANNEX	127985	31100	55	07-202-311	8.40	NEUMAN POOLS
	128582	31100	52	08-101-311	7.21	STATE CRIME LAB
	128593	31100	52	08-101-311	7.07	STATE CRIME LAB
	128920	31100	54	10-304-300	21.10	LAMINATE GARBAGE MAPS
	Check Date	4/10/2008	Check Nbr	016521	Check Total:	43.78
16864 PROFESSIONAL PROCESS SERVICE	6050	31100	51	02-103-211	65.00	SUBPOENA
	Check Date	4/10/2008	Check Nbr	016522	Check Total:	65.00
18160 REDI-WELDING CO	13672	31731	54	10-149-300	79.90	WELDING/MARCH
	Check Date	4/10/2008	Check Nbr	016523	Check Total:	79.90

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18200 REINDERS INC	1192671-00	31731	54	10-149-383	18.43	SEAL-BEARING
	1193214-00	31731	54	10-149-383	105.22	FINGER GLOVES
Check Date	4/10/2008	Check Nbr	016524	Check Total:	123.65	
19327 SERVICEMASTER BUILDING MTNCE	118921	31100	52	08-101-201	50.00	CLEAN GARAGE IN APRIL 2008
	118889	31100	52	08-101-201	1,395.00	JANITORIAL SERVICE APRIL 2008
Check Date	4/10/2008	Check Nbr	016525	Check Total:	1,445.00	
19380 SHOPKO STORES INC	51859	31827	53	09-212-300	36.99	BANQUET/PARTY SUPPLIES
	Check Date	4/10/2008	Check Nbr	016526	Check Total:	36.99
19435 SNAP-ON TOOLS	177829	31731	54	10-149-315	113.64	SHOP TOOLS
	Check Date	4/10/2008	Check Nbr	016527	Check Total:	113.64
19737 STUMPF MOTOR COMPANY INC	280659	31741	19	04-530-000	17,800.00	FORD PICK UP TRUCK
	Check Date	4/10/2008	Check Nbr	016528	Check Total:	17,800.00
19775 SUPERIOR CHEMICAL CORP	53058	31731	54	10-149-300	206.35	TEFLON GEL LUBE
	Check Date	4/10/2008	Check Nbr	016529	Check Total:	206.35
20115 TESCH CHEMICAL CO INC	TC110295	31100	55	07-202-313	66.19	UTILITY PAD/PAD HOLDER
	Check Date	4/10/2008	Check Nbr	016530	Check Total:	66.19
20290 TOUGH SOLUTIONS	TSI331965	31100	52	08-101-315	250.00	ARMREST PRINTER MOUNT
	Check Date	4/10/2008	Check Nbr	016531	Check Total:	250.00
20330 TRAFFTECH INC	544	31100	54	10-131-300	93.00	BLADE/NEVER RECD 2007 INVOICE
	Check Date	4/10/2008	Check Nbr	016532	Check Total:	93.00

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20405 TRI-COUNTY OVERHEAD DOOR INC	20546	31731	54	10-149-240	1,049.98	REPAIR BROKEN SPRING
Check Date	4/10/2008	Check Nbr	016533	Check Total:	1,049.98	
21045 UNIFIRST CORPORATION	0970029326	31731	54	10-149-201	80.58	MAT/MOP/CLOTHING PROTECTION
Check Date	4/10/2008	Check Nbr	016534	Check Total:	80.58	
21060 UNITED PAPER CORPORATION	59417	31100	13	04-106-000	252.40	CLEANING SUPPLIES
Check Date	4/10/2008	Check Nbr	016535	Check Total:	252.40	
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	95.75	
Check Date	4/10/2008	Check Nbr	016536	Check Total:	95.75	
21226 US OIL CO INC	696527	31100	13	04-103-000	26,329.31	UNLEADED & DIESEL
Check Date	4/10/2008	Check Nbr	016537	Check Total:	26,329.31	
	L33578	31731	54	10-149-242	12.00	SPECTRO V100 WATER AF FUEL
Check Date	4/10/2008	Check Nbr	016538	Check Total:	12.00	
23215 WIL-KIL PEST CONTROL	1262402	31731	54	10-149-207	62.00	COMMERCIAL CONTRACT
Check Date	4/10/2008	Check Nbr	016539	Check Total:	62.00	
23240 WINNEBAGO COLOR PRESS	051192	31100	55	07-201-291	122.94	TRAIL MAPS
Check Date	4/10/2008	Check Nbr	016540	Check Total:	122.94	
23371 WISCONSIN DEPT OF JUSTICE-TIME	L7101T	31100	52	08-101-216	40.00	NAMES SEARCHES
Check Date	4/10/2008	Check Nbr	016541	Check Total:	40.00	

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23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
	Check Date	4/10/2008	Check Nbr	016542	Check Total:	1,469.31
23545 WORLDWIDE INFORMATION INC	INV0169597	31100	52	08-101-216	114.00	MOTOR VEHICLE REGISTRATIONS
	Check Date	4/10/2008	Check Nbr	016543	Check Total:	114.00
Grand Total:					153,031.17	

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01760 APPLETON SCHOOL DISTRICT		31100	21	04-304-000	56,425.67	TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016544	Check Total:	56,425.67	
03070 CALUMET COUNTY TREASURER		31100	21	04-300-000	42,758.09	TAX COLLECTIONS
		31100	21	04-309-000	1,823.79	TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016545	Check Total:	44,581.88	
06615 FOX VALLEY TECHNICAL COLLEGE		31100	21	04-303-000	146,735.06	WINN CO TAX COLLECTIONS
		31100	21	04-303-000	17,603.79	CAL CO TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016546	Check Total:	164,338.85	
13400 MENASHA JOINT SCHOOL DISTRICT		31100	21	04-302-000	725,025.20	WINN CO TAX COLLECTIONS
		31100	21	04-302-000	27,909.23	CAL CO TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016547	Check Total:	752,934.43	
23130 WAVERLY SANITARY DISTRICT		31100	21	04-307-000	6,342.76	TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016548	Check Total:	6,342.76	
23275 WINNEBAGO COUNTY TREASURER		31100	21	04-301-000	478,297.29	TAX COLLECTIONS
		31100	21	04-309-000	15,903.74	TAX COLLECTIONS
Check Date	4/14/2008	Check Nbr	016549	Check Total:	494,201.03	
Grand Total:					1,518,824.62	

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01060 ACCURATE ALIGNMENT INC	8004916	31731	54	10-149-294	81.32	ALIGN FRONT END VEHICLE #3006
	Check Date	4/17/2008	Check Nbr	016550	Check Total:	81.32
01755 APPLETON RADIATOR INC	8157	31731	54	10-149-294	460.00	INSTALL NEW CORE/PWF
	Check Date	4/17/2008	Check Nbr	016551	Check Total:	460.00
19120 AT&T	920R09453004	31100	51	10-115-221	76.30	MONTHLY CHARGES
	920R09453004	31201	54	10-301-221	202.60	MONTHLY CHARGES
	Check Date	4/17/2008	Check Nbr	016592	Check Total:	278.90
02040 BADGER HIGHWAYS CO INC	139815	31100	54	10-121-300	370.94	COLD MIX
	Check Date	4/17/2008	Check Nbr	016552	Check Total:	370.94
02750 BRICK & SUPPLY COMPANY	136856	31100	54	10-134-300	209.40	CONCRETE BRICK BLOCKS
	Check Date	4/17/2008	Check Nbr	016553	Check Total:	209.40
02780 BRUCE MUNICIPAL EQUIPMENT INC	5081301	31731	54	10-149-383	97.96	POSITION SENDER
	Check Date	4/17/2008	Check Nbr	016554	Check Total:	97.96
02796 BUBRICK'S	115664	31100	52	08-101-310	283.42	OFFICE SUPPLIES
	Check Date	4/17/2008	Check Nbr	016555	Check Total:	283.42
03205 CASPERS TRUCK EQUIPMENT INC	31751	31731	54	10-149-383	275.23	AUGER SPEED SENSOR
	Check Date	4/17/2008	Check Nbr	016556	Check Total:	275.23
03585 COMMUNITY HOUSING COORDINATOR	103	31100	56	03-202-216	1,600.00	HOUSING PLAN APRIL 2008
	104	31261	56	03-207-216	5,000.00	IMPLEMENT NATURES WAY
	Check Date	4/17/2008	Check Nbr	016558	Check Total:	6,600.00

Date: Thursday, April 17, 2008  
Time: 09:41AM  
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04139 VALERIE DAVIS	030308	31100	53	09-102-331	25.30	MILEAGE
	030308	31100	53	09-104-331	7.07	MILEAGE
	Check Date	4/17/2008	Check Nbr	016559	Check Total:	32.37
04275 DIGICORPORATION	52664	31100	13	04-113-000	-32.90	
	52664	31100	51	04-106-291	50.58	BUSINESS CARDS
	52664	31731	54	10-149-291	124.32	BUSINESS CARDS
	52693	31100	55	07-201-291	3,215.71	SUMMER ACTIVITY GUIDE
	Check Date	4/17/2008	Check Nbr	016560	Check Total:	3,357.71
06065 FAMILY THERAPY & ANXIETY CTR	040808	31100	52	08-101-215	275.00	SERVICES PROVIDED/POLICE DEPT
	Check Date	4/17/2008	Check Nbr	016561	Check Total:	275.00
06115 FERRELLGAS	1021391226	31266	54	10-307-216	53.78	LIQUEFIED PETROLEUM GAS
	Check Date	4/17/2008	Check Nbr	016562	Check Total:	53.78
06355 FONDY AUTO ELECTRIC	A14794	31731	54	10-149-383	78.96	VEHICLE PART
	Check Date	4/17/2008	Check Nbr	016563	Check Total:	78.96
07080 GANNETT WISCONSIN NEWSPAPERS	0003293022	31100	51	04-101-292	765.83	LEGAL NOTICES
	Check Date	4/17/2008	Check Nbr	016564	Check Total:	765.83
07370 GRAPHIC ART PRODUCTIONS INC	145005	31100	52	08-101-291	983.05	PARKING TICKET COLLECTION ENV
	Check Date	4/17/2008	Check Nbr	016565	Check Total:	983.05
08054 STEPHANIE LYNN HALL	040908	31100	55	07-202-203	112.00	CLASS INSTRUCTION
	Check Date	4/17/2008	Check Nbr	016566	Check Total:	112.00



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08505 HORST DISTRIBUTING INC	448530	31731	54	10-149-383	108.30	SWEEPER FINGERS
	448531	31731	54	10-149-383	142.82	SWEEPER FINGERS
	Check Date	4/17/2008	Check Nbr	016567	Check Total:	251.12
08537 HSBC BUSINESS SOLUTIONS	1296000028908	31100	51	04-109-310	2.99	AA BATTERY/IT
	1296000028908	31100	53	09-102-310	19.99	HP INK/HEALTH DEPT
	Check Date	4/17/2008	Check Nbr	016568	Check Total:	22.98
09290 INTERSTATE BATTERY OF GREEN BA	90044382	31731	54	10-149-383	121.80	BATTERY
	Check Date	4/17/2008	Check Nbr	016569	Check Total:	121.80
10130 DAVID JAGLA	040408	31100	52	08-101-338	19.30	MEALS/TRAINING
	Check Date	4/17/2008	Check Nbr	016570	Check Total:	19.30
10242 DANA JOHNSON	122107	31100	21	04-229-000	20.00	OVERPAY PARKING TICKET 0004368
		31100	21	04-229-000	-20.00	VOID CHECK 15269
	Check Date	4/17/2008	Check Nbr	016571	Check Total:	0.00
11165 KJ WASTE SYSTEMS INC	040108	31266	54	10-307-216	1,130.00	CONTAINER RENTAL
	Check Date	4/17/2008	Check Nbr	016572	Check Total:	1,130.00
13045 MANDERFIELD BAKERY	289252	31827	53	09-212-300	47.70	BUNS/SHEET CAKE
	Check Date	4/17/2008	Check Nbr	016573	Check Total:	47.70
13149 MATTHEWS COMMERCIAL TIRE CTR	024697	31731	54	10-149-382	6,100.00	TIRE SERVICE
	024241	31731	54	10-149-382	385.32	TIRE SERVICE
	Check Date	4/17/2008	Check Nbr	016574	Check Total:	6,485.32
13255 KATIE MCLAIN	041408	31100	46	04-175-000	35.00	PARK CANCELLATION
	Check Date	4/17/2008	Check Nbr	016575	Check Total:	35.00

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13345 MENARDS-APPLETON EAST	47714	31100	55	07-203-240	74.75	REMODEL AT POOL
	47992	31100	55	07-203-240	107.08	REPAIRS/POOL
Check Date	4/17/2008	Check Nbr	016576	Check Total:	181.83	
13360 MENASHA ELECTRIC & WATER UTILI	040108	31100	12	04-399-000	910.40	FIRE DEPT
	040108	31100	12	04-399-000	178.88	FIRE DEPT
	040108	31100	52	08-101-223	1,257.21	POLICE DEPT
	040108	31100	52	08-101-225	247.02	POLICE DEPT
	040108	31100	54	10-131-223	807.78	TRAFFIC LIGHTS
	040108	31100	54	10-131-225	103.29	TRAFFIC LIGHTS
	040108	31731	54	10-149-223	1,665.67	PWF
	040108	31731	54	10-149-225	586.15	PWF
	040108	31201	54	10-301-223	25.63	LIFT STATIONS
	040108	31266	54	10-308-223	8.48	RECYCLING
	040108	31100	55	06-101-223	2,732.32	LIBRARY
	040108	31100	55	06-101-225	440.86	LIBRARY
	040108	31100	55	07-202-223	1,356.67	PARKS
	040108	31100	55	07-203-223	136.80	SWIMMING POOL
	040108	31100	55	07-203-225	344.25	SWIMMING POOL
	040108	31100	55	10-215-223	344.92	LIFT BRIDGES
Check Date	4/17/2008	Check Nbr	016577	Check Total:	11,146.33	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,860.00	
Check Date	4/17/2008	Check Nbr	016578	Check Total:	1,860.00	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	225.00	
Check Date	4/17/2008	Check Nbr	016579	Check Total:	225.00	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13440 MENASHA PUBLIC LIBRARY	041108	31100	55	06-101-311	62.95	PETTY CASH
	041108	31100	55	06-101-316	38.39	PETTY CASH
	041108	31100	55	06-101-338	5.98	PETTY CASH
	Check Date	4/17/2008	Check Nbr	016580	Check Total:	107.32
14010 N&M AUTO SUPPLY	211433	31731	54	10-149-383	4.18	SPARK PLUG
	211558	31731	54	10-149-383	19.24	LAMP
	211987	31731	54	10-149-383	44.57	FILTERS/LAMPS/SPARK PLUGS
	211067	31731	54	10-149-383	14.40	HANDLE
	Check Date	4/17/2008	Check Nbr	016581	Check Total:	82.39
14280 NETWORK SOLUTIONS INC	5023	31100	51	04-109-315	60.00	NETWORK CABLE FOR PROJECTS
	Check Date	4/17/2008	Check Nbr	016582	Check Total:	60.00
14325 NEWMAN TRAFFIC SIGNS	TI-0190498	31100	54	10-131-300	91.87	PARTS
	Check Date	4/17/2008	Check Nbr	016583	Check Total:	91.87
14520 NOVER ENGELSTEIN & ASSOCIATES	M2008	31100	51	04-109-243	600.00	ANNUAL SOFTWARE MAINTENANCE
	Check Date	4/17/2008	Check Nbr	016584	Check Total:	600.00
15080 OFFICEMAX INC	931643	31100	53	09-212-310	96.51	OFFICE SUPPLIES
	957591	31100	53	09-212-310	9.99	OFFICE SUPPLIES
	633510	31100	51	10-115-310	23.58	2ND FLOOR COPY PAPER
	633510	31100	54	10-111-310	62.54	OFFICE SUPPLIES/ENGINEERING
	633510	31100	55	07-201-310	6.14	OFFICE SUPPLIES/PARK & REC
	633510	31100	56	03-202-310	6.14	OFFICE SUPPLIES/COM DEV
	020195	31100	53	09-102-310	54.75	OFFICE SUPPLIES
	Check Date	4/17/2008	Check Nbr	016585	Check Total:	259.65

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03405 ONE COMMUNICATIONS	040208	31100	12	04-399-000	14.31	BUILD INSPECT
	040208	31100	12	04-399-000	416.91	MENASHA UTILITIES
	040208	31207	12	04-399-000	-30.29	MARINA
	040208	31100	51	01-102-221	10.50	MAYOR
	040208	31100	51	02-103-221	5.67	ATTORNEY
	040208	31100	51	02-104-221	18.32	CLERK
	040208	31100	51	02-105-221	16.00	PERSONNEL
	040208	31100	51	04-106-221	43.33	FINANCE
	040208	31100	51	04-107-221	5.19	ASSESSOR
	040208	31100	51	04-109-221	21.58	IT
	040208	31100	51	10-115-221	60.30	CITY HALL
	040208	31100	52	05-701-221	62.23	EOC
	040208	31100	52	08-101-221	344.53	POLICE
	040208	31100	53	09-102-221	88.06	HEALTH
	040208	31100	53	09-212-221	32.70	SENIOR
	040208	31100	54	10-111-221	64.12	ENGINEERING
	040208	31100	54	10-131-221	6.02	SIGN
	040208	31731	54	10-149-221	41.91	GARAGE
	040208	31100	55	06-101-221	168.58	LIBRARY
	040208	31100	55	07-201-221	22.66	RECREATION
	040208	31100	55	07-202-221	82.41	PARKS
	040208	31100	55	07-203-221	33.88	POOL
	040208	31100	55	10-215-221	34.32	BRIDGE
	040208	31100	56	03-202-221	26.87	COM DEV
Check Date 4/17/2008 Check Nbr 016557 Check Total:					1,590.11	
16025 PACKER CITY INTERNATIONAL	3280910051	31731	54	10-149-383	-286.00	GEAR RETURN
	3280850078	31731	54	10-149-383	64.98	ELELMENTS
Check Date 4/17/2008 Check Nbr 016587 Check Total:					-221.02	

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16273 ROGER PICARD	032808	31100	52	08-101-333	6.85	MEALS
	032808	31100	52	08-101-338	17.30	MEALS
	Check Date	4/17/2008	Check Nbr	016588	Check Total:	24.15
16300 PIGGLY WIGGLY #24	00230022	31100	55	07-201-300	11.56	DANCE SHOW SUPPLIES
	5347	31827	53	09-212-300	67.97	APRIL PARTY
	Check Date	4/17/2008	Check Nbr	016589	Check Total:	79.53
18280 RESERVE ACCOUNT	041508	31100	13	04-109-000	6,000.00	REPLENISH POSTAGE METER ACCT
	Check Date	4/17/2008	Check Nbr	016590	Check Total:	6,000.00
18370 RIESTERER & SCHNELL INC	486920	31731	54	10-149-383	48.49	TAIL LAMPS
	486972	31731	54	10-149-383	-20.97	OIL FILTER/TAIL LAMPS
	Check Date	4/17/2008	Check Nbr	016591	Check Total:	27.52
19775 SUPERIOR CHEMICAL CORP	53944	31100	55	07-202-313	2,418.25	CLEANING SUPPLIES
	53945	31100	13	04-106-000	2,260.00	HOUSEKEEPING SUPPLIES
	Check Date	4/17/2008	Check Nbr	016593	Check Total:	4,678.25
20150 THEDA CLARK MEDICAL CENTER	040908	31262	52	08-101-337	500.00	CONFERENCE REGISTRATION
	Check Date	4/17/2008	Check Nbr	016594	Check Total:	500.00
21045 UNIFIRST CORPORATION	0970029683	31731	54	10-149-201	80.58	MAT/MOP/CLOTHING PROTECTION
	Check Date	4/17/2008	Check Nbr	016595	Check Total:	80.58
15190 VEOLIA ENVIRONMENTAL SERVICES	B4190272	31100	12	04-399-000	75.28	BROAD ST PARKING LOT
	Check Date	4/17/2008	Check Nbr	016586	Check Total:	75.28
23130 WAVERLY SANITARY DISTRICT	032708	31100	55	07-202-225	39.91	BARKER FARM PARK PAVILION
	Check Date	4/17/2008	Check Nbr	016596	Check Total:	39.91

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23152 WE ENERGIES	033108	31100	53	09-102-224	25.60	316 RACINE ST
	033008	31100	55	07-202-223	9.21	NORTH ST
	040408	31100	55	07-202-223	34.91	MENASHA CONSERVANCY
	033008	31100	55	07-202-223	8.24	NORTH ST
Check Date	4/17/2008	Check Nbr	016597	Check Total:	77.96	
23160 WERNER ELECTRIC SUPPLY CO	S2419292.001	31100	13	04-106-000	221.40	INVENTORY SUPPLIES
	S2422712.001	31100	13	04-106-000	-96.30	RETURN CREDIT
	S2422716.001	31100	13	04-106-000	-94.44	SYL 67514 LU100/ECO
	S2422716.001	31100	13	04-106-000	94.44	REVERSE DEBIT ENTRY
	S2422716.001	31100	13	04-106-000	94.44	BULB STOCK
Check Date	4/17/2008	Check Nbr	016598	Check Total:	219.54	
23270 WINNEBAGO CO REGISTER OF DEEDS	RD100987	31261	56	03-207-216	21.00	MORTGAGE COPIES
Check Date	4/17/2008	Check Nbr	016599	Check Total:	21.00	
23275 WINNEBAGO COUNTY TREASURER	LF113221	31100	54	10-304-250	7,615.18	LANDFILL FACILITY
	LF113221	31100	54	10-305-216	2,437.79	LANDFILL FACILITY
	LF113221	31266	54	10-307-216	1,622.46	LANDFILL FACILITY
Check Date	4/17/2008	Check Nbr	016600	Check Total:	11,675.43	
23277 WINNEBAGO COUNTY UW-EXTENSION	040708	31100	55	07-202-206	33.50	SOIL TESTS
Check Date	4/17/2008	Check Nbr	016601	Check Total:	33.50	
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
Check Date	4/17/2008	Check Nbr	016602	Check Total:	574.71	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
26200 ZARNOTH BRUSH WORKS INC	116248	31100	54	10-123-300	812.00	BEARINGS/SEAL RINGS
Check Date	4/17/2008	Check Nbr	016603	Check Total:	812.00	
Grand Total:					63,331.93	

## MONTHLY STATEMENT OF UNIT PRICE CONTRACT AMOUNT

Request for: Partial Payment No. PR-1450701A-01 Date: April 8, 2008  
(Partial/Final)

Project: Wastewater Collection System Rehabilitation Improvements, Phase 3

Owner: City of Menasha

Contractor: Insituform Technologies USA, Inc. E145-05.11

Original Contract Amount as Bid: \$1,582,723.00

\*(ADD)(DEDUCT) by Revised Quantities: \$0.00

\*Amount Added by Change Order: \$0.00

\*Amount Deducted by Change Order: \$0.00

TOTAL CONTRACT THIS DATE: \$1,582,723.00

Value of Work Completed to Date: \$195,844.00

Less 5 Per Cent Retainable: (\$9,792.20)

Net Total: \$186,051.80

Project on Schedule: X YES          NO 12 % Complete

Record of Previous Payments:

1	<u>        </u>	6	<u>        </u>	11	<u>        </u>
2	<u>        </u>	7	<u>        </u>	12	<u>        </u>
3	<u>        </u>	8	<u>        </u>	13	<u>        </u>
4	<u>        </u>	9	<u>        </u>	14	<u>        </u>
5	<u>        </u>	10	<u>        </u>	15	<u>        </u>

Amount Previously Paid: \$0.00

AMOUNT DUE THIS REQUEST: \$186,051.80

This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.

Engineer's Approval for Payment

BY: Taryn S. Nall

Taryn S. Nall, P.E.

KAEMPFER & ASSOCIATES, INC.

Owner's Approval for Payment

BY: Mark Radtke

Mark Radtke, P.E., Dir. of Public Works

CITY OF MENASHA

\* See Unit Price Contract Spreadsheet

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Unit Price Contract												
E145-07-01A Sanitary Sewer Lining												
March 31, 2008												
PROJECT: Wastewater Collection System Rehabilitation Improvements Phase 3												
OWNER: City of Menasha												
CONTRACTOR: Insituform Technologies USA, Inc.												
ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
						QTY.	TOTAL	QTY.	TOTAL			
1A	21-inch sanitary sewer CIPP lining	LF	\$64.00	1,006	\$64,384.00	0	\$0.00		\$0.00	0	\$0.00	-\$64,384.00
2A	18-inch sanitary sewer CIPP lining	LF	\$44.00	7,643	\$336,292.00	0	\$0.00	2,021	\$88,924.00	2021	\$88,924.00	-\$247,368.00
3A	15-inch sanitary sewer CIPP lining	LF	\$37.00	2,547	\$94,239.00	0	\$0.00		\$0.00	0	\$0.00	-\$94,239.00
4A	12-inch sanitary sewer CIPP lining	LF	\$31.00	13,417	\$415,927.00	0	\$0.00		\$0.00	0	\$0.00	-\$415,927.00
5A	10-inch sanitary sewer CIPP lining	LF	\$27.00	6,546	\$176,742.00	0	\$0.00		\$0.00	0	\$0.00	-\$176,742.00
6A	8-inch sanitary sewer CIPP lining	LF	\$24.00	14,650	\$351,600.00	0	\$0.00	4,455	\$106,920.00	4455	\$106,920.00	-\$244,680.00
7A	Pressure inject grouting lateral connection	EA	\$300.00	220	\$66,000.00	0	\$0.00		\$0.00	0	\$0.00	-\$66,000.00
8A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	580	\$14,500.00	0	\$0.00		\$0.00	0	\$0.00	-\$14,500.00
OPTIONAL WORK ITEMS												
9A	12-inch sanitary sewer CIPP lining on Melissa St.	LF	\$30.00	399	\$11,970.00	0	\$0.00		\$0.00	0	\$0.00	-\$11,970.00
10A	10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	LF	\$28.00	698	\$19,544.00	0	\$0.00		\$0.00	0	\$0.00	-\$19,544.00
11A	8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	LF	\$25.00	879	\$21,975.00	0	\$0.00		\$0.00	0	\$0.00	-\$21,975.00
12A	Pressure inject grouting lateral connection	EA	\$300.00	26	\$7,800.00	0	\$0.00		\$0.00	0	\$0.00	-\$7,800.00
13A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	70	\$1,750.00	0	\$0.00		\$0.00	0	\$0.00	-\$1,750.00
TOTAL, PART A ITEMS 1A THROUGH 13A						\$1,582,723.00		\$0.00		\$195,844.00		\$195,844.00
												-\$1,386,879.00

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**Insituform**  
Technologies USA, Inc.

CITY OF MENASHA  
C/O KAEMPFER & ASSOCIATES, INC.  
650 E. JACKSON STREET  
OCONTO FALLS, WI 54154

Contract : Wastewater Coll. Rehab-Phase 3  
Project :

PAGE : 1 of 1  
DATE : 03/31/08  
ESTIMATE # 1  
INVOICE # 56880  
JOB # 121202  
BILLING PERIOD : 03/01/08 - 03/19/08  
FEDERAL ID. : 13-3032158

12897 MAIN ST  
LEMONT, IL 60439  
630 257-2209  
  
Please Remit Payment to :  
PO BOX 502657  
ST LOUIS, MO 63150-2657

ITEM NO	DESCRIPTION OF WORK	QUANTITY	UNIT	CONTRACT		COMPLETED THIS PERIOD	COMPLETED TO DATE
				UNIT PRICE	PRICE	QUANTITY	AMOUNT
01	21" Sanitary Sewer Lining	1006	LF	\$64.00	\$64,384.00	0.00	\$0.00
02	18" Sanitary Sewer Lining	7643	LF	\$44.00	\$336,292.00	2021.00	\$88,924.00
03	15" Sanitary Sewer Lining	2547	LF	\$37.00	\$94,239.00	0.00	\$0.00
04	12" Sanitary Sewer Lining	13417	LF	\$31.00	\$415,927.00	0.00	\$0.00
05	10" Sanitary Sewer Lining	6546	LF	\$27.00	\$176,742.00	0.00	\$0.00
06	8" Sanitary Sewer Lining	14650	LF	\$24.00	\$351,600.00	4455.00	\$106,920.00
07	Pressure Inject Lateral Connec	220	EA	\$300.00	\$66,000.00	0.00	\$0.00
08	Gallons of pressure Inject Grt	580	GA	\$25.00	\$14,500.00	0.00	\$0.00
09	12" Sanitary Sewer Lining-Alt	399	LF	\$30.00	\$11,970.00	0.00	\$0.00
10	10" Sanitary Sewer Lining-Alt	698	LF	\$28.00	\$19,544.00	0.00	\$0.00
11	8" Sanitary Sewer Lining-Alt	879	LF	\$25.00	\$21,975.00	0.00	\$0.00
12	Pressure Inject Lat Conn-Alt	26	EA	\$300.00	\$7,800.00	0.00	\$0.00
13	Gal of pressure Inject grt mat	70	GA	\$25.00	\$1,750.00	0.00	\$0.00
<b>TOTAL CONTRACT</b>		<b>\$1,582,723.00</b>		<b>EARNED THIS PERIOD</b>		<b>\$195,844.00</b>	
				<b>EARNED TO DATE</b>		<b>\$195,844.00</b>	

Month Gross	\$195,844.00	Sales Tax	
Sales Tax		Less: Retainage @	\$9,792.20
Month Retention	\$9,792.20	Previous Estimates	
Month Open	\$186,051.80	Other	

Customer # 1757072

Total Deductions from  
Earned to Date

**AMOUNT DUE  
THIS ESTIMATE**  
**\$186,051.80**

# Menasha, WI 121202

Shot-Seg		Date		MH Bgn - End	Bid Item #	Bid Item Description	UM	Quantity	Unit Price	Extended Total
Performed										
Segment Work Complete										
Billable Summary										
0003-0004	03/04/2008	742/639	2	18" Sanitary Sewer Lining	LF	389.00	\$	44.00	\$	17,116.00
0017-0025	03/05/2008	639/638	2	18" Sanitary Sewer Lining	LF	467.00	\$	44.00	\$	20,548.00
0018-0026	03/06/2008	638/637	2	18" Sanitary Sewer Lining	LF	403.00	\$	44.00	\$	17,732.00
0024-0032	03/11/2008	441/442	2	18" Sanitary Sewer Lining	LF	168.00	\$	44.00	\$	7,392.00
0024-0033	03/11/2008	442/443	2	18" Sanitary Sewer Lining	LF	245.00	\$	44.00	\$	10,780.00
0025-0034	03/12/2008	410/413	2	18" Sanitary Sewer Lining	LF	349.00	\$	44.00	\$	15,356.00
0043-0057	03/18/2008	618/617	6	8" Sanitary Sewer Lining	LF	295.00	\$	24.00	\$	7,080.00
0044-0058	03/18/2008	599/600	6	8" Sanitary Sewer Lining	LF	265.00	\$	24.00	\$	6,360.00
0045-0059	02/29/2008	625/624	6	8" Sanitary Sewer Lining	LF	132.00	\$	24.00	\$	3,168.00
0046-0060	02/29/2008	597/596	6	8" Sanitary Sewer Lining	LF	159.00	\$	24.00	\$	3,816.00
0047-0061	03/14/2008	596/595	6	8" Sanitary Sewer Lining	LF	234.00	\$	24.00	\$	5,616.00
0047-0062	03/14/2008	595/594	6	8" Sanitary Sewer Lining	LF	240.00	\$	24.00	\$	5,760.00
0049-0064	02/28/2008	661/662	6	8" Sanitary Sewer Lining	LF	462.00	\$	24.00	\$	11,088.00
0050-0065	02/27/2008	662/607	6	8" Sanitary Sewer Lining	LF	399.00	\$	24.00	\$	9,576.00
0052-0067	03/17/2008	614/613	6	8" Sanitary Sewer Lining	LF	155.00	\$	24.00	\$	3,720.00
0055-0070	03/15/2008	664/665	6	8" Sanitary Sewer Lining	LF	283.00	\$	24.00	\$	6,792.00
0056-0071	03/13/2008	665/609	6	8" Sanitary Sewer Lining	LF	284.00	\$	24.00	\$	6,816.00
0056-0072	03/13/2008	609/608	6	8" Sanitary Sewer Lining	LF	284.00	\$	24.00	\$	6,816.00
0059-0075	02/26/2008	627/622	6	8" Sanitary Sewer Lining	LF	264.00	\$	24.00	\$	6,336.00
0059-0076	02/26/2008	622/594	6	8" Sanitary Sewer Lining	LF	326.00	\$	24.00	\$	7,824.00
0060-0077	03/15/2008	591/591A	6	8" Sanitary Sewer Lining	LF	84.00	\$	24.00	\$	2,016.00
0062-0079	03/17/2008	363/361	6	8" Sanitary Sewer Lining	LF	286.00	\$	24.00	\$	6,864.00
0062-0080	03/17/2008	361/361A	6	8" Sanitary Sewer Lining	LF	78.00	\$	24.00	\$	1,872.00
0084-0112	03/19/2008	288/286	6	8" Sanitary Sewer Lining	LF	225.00	\$	24.00	\$	5,400.00
Billable Summary							Sub Total		\$	195,844.00
121202							Sub Total		\$	195,844.00
									\$	195,844.00





**Insituform**  
*Technologies<sup>SM</sup> USA, Inc.*

*Worldwide Pipeline  
Rehabilitation*

12897 Main Street  
Lemont, IL 60439

Tel: (630) 257-2200  
Fax: (630) 257-9712  
[www.insituform.com](http://www.insituform.com)

## **WAIVER OF LIEN - PARTIAL (REVISED)**

State of Illinois  
Cook County

*To all whom it may concern:*

The undersigned, *Insituform Technologies USA, Inc.* has been employed by the **City of Menasha, Wisconsin, Menasha, Wisconsin** to furnish labor and/or materials for the construction, repair, or reconstruction of the project known as the **Wastewater Collection System Rehabilitation Improvements - Phase 3 Project in Menasha, Wisconsin.**

Now, therefore, know ye, that *Insituform Technologies USA, Inc.* the undersigned, for and in consideration of **\$186,051.80** U.S. Dollars, and other good and valuable considerations, conditioned upon receipt thereof, does hereby waive and release any and all lien, or claim or right of lien on said above described project under the Statutes of the State of Wisconsin relating to Mechanic's Liens, on account of labor or materials, or both, furnished up to this date by the undersigned to or on account of the said **City of Menasha, Wisconsin** for said project.

Given under my hand and seal this **3rd day of April, 2008.**

*Insituform Technologies USA, Inc.*

  
Michael A. Smyth, Senior Project Manager

Exact copy should be made and retained.



April 17, 2008

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Request for Stop Sign on Grove Street at Melissa Street

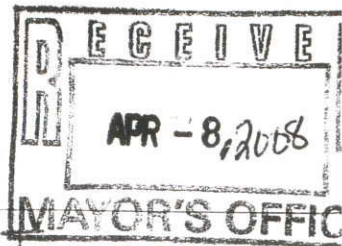
Members of the Board:

A request has been received for the placement of a stop sign on Grove Street at Melissa Street. The City is obligated to comply with the Manual on Uniform Traffic Control Devices (MUTCD) when considering this type of traffic control sign installation. The MUTCD recommends the completion of an engineering study to determine whether warrants for the sign placement are met.

It is my recommendation the Engineering Department be directed to perform the necessary engineering study and return to the Board with its findings.

Sincerely,

Mark Radtke  
Director of Public Works



Dear menasha mayor laux  
My name is Faithe Ann Huff.

am 9 years old. and I live on

melissa St my address is

1143. and Im fighting this

letter because I think we need

a Stop Sign on the end of melissa

St and Grove. because when its

Summer time people will want

to ride there bikes and when

cars are going by there will

be no Stop Sign so they can

go faster and as there doing

that they might hit someone



and I no you want to make this  
a better town heres your chance  
if you want to take me on my  
offer call 480-1473 Thank you



City of Menasha • Office of the Mayor  
Joseph F. Laux, Mayor

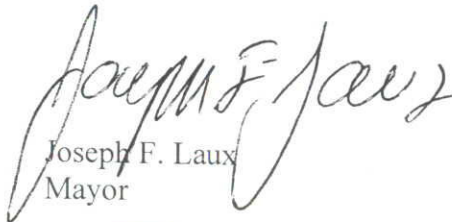
April 10, 2008

Faithe Huff  
1143 Melissa St.  
Menasha, WI 54952

Dear Faithe:

Thank you for your letter concerning a stop sign at the corner of Grove Street and Melissa Street. I will be passing your letter on to the City of Menasha's Director of Public Works, Mark Radtke.

Best Regards,



Joseph F. Laux  
Mayor

Cc: Mark Radtke, Director of Public Works



ORDINANCE O - 3 - 08

AN ORDINANCE RELATING TO PROHIBITED PARKING (River Street)

Introduced by Alderman Wisneski

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 10 – 1 – 26 (af) is created to read as follows:

Both sides of River Street west of the westernmost set of railroad tracks”

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

ORDINANCE O - 4 - 08

AN ORDINANCE RELATING TO PROHIBITED PARKING (Baldwin Street)

Introduced by Alderman Wisneski

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 10 – 1 – 26 (ag) is created to read as follows:

The east side of Baldwin Street.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

## **RESOLUTION R-6-08**

### **FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.**

*WHEREAS, the Common Council of the City of Menasha, Wisconsin, held a Public Hearing at the Council Chambers in the City Hall at 7:00 p.m. on April 21, 2008, for the purpose of hearing all interested persons regarding Concrete Curb and Gutter Construction, 4" Asphaltic Concrete Pavement Construction and Various Associated Items with appurtenances in the following area:*

- A. Improvements
  - 1. Concrete Curb and Gutter Construction
  - 2. 4" Asphaltic Concrete Pavement Construction
  - 3. Various Associated Items
- B. Location of Improvements
  - 1. Lake Park Heights Subdivision
  - 2. Walker Subdivision
  - 3. Northridge Manor II Subdivision

*NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha as follows:*

- 1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.*
- 2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.*
- 3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.*
- 4. That the assessment for all projects included on said report is a single assessment.*
- 5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.*
- 6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.*
- 7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.*

*Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2008.*

\_\_\_\_\_  
*Donald Merkes, Mayor*

ATTEST: \_\_\_\_\_  
*Debbie A. Galeazzi, City Clerk*

## RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Wisneski

WHEREAS, it is desirous and necessary for the City of Menasha to  
[continue some 2007 Appropriations into 2008 to finance ongoing projects,](#)

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common  
Council concurring that the following appropriations be continued:

<u>A/C #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
51-02-117	ELECTIONS	10,629.00
53-09-103	ENVIRONMENTAL HEALTH	3,185.00
53-09-105	PREVENTION PROGRAM	73.00
53-06-106	RADON GRANT	529.00
53-09-108	DENTAL SEALANT PROGRAM	4,263.00
53-09-112	LEAD PREVENTION GRANT	185.00
53-09-113	IMMUNIZATION GRANT	173.00
53-09-114	MATERNAL CHILD HEALTH	318.00
53-09-118	BIO TERRORISM	26,216.00
53-09-119	TWENTY-FOUR/SEVEN COVERAGE	48,589.00
54-10-134	STORM SEWERS & DRAINS	16,745.00
55-07-202	PARKS DEPARTMENT	46,000.00
56-03-202	COMMUNITY DEVELOPMENT	13,000.00
		-----
	TOTAL	\$ 169,905.00
		=====

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2008

## EXPLANATION OF CONTINUING APPROPRIATIONS

From 2007 into 2008

<u>A/C #</u>	<u>PURPOSE</u>	<u>AMOUNT</u>	<u>REQUESTED BY</u>
51-02-117	Optic scan machines (3)	\$ 9,000.00	CLERK Galeazzi
51-02-117	Maintenance of optic scan machines	1,629.00	CLERK Galeazzi
53-09-103	Emergency Bio Terrorism Needs	3,185.00	PHD Nett
53-09-105	Supplies	73.00	PHD Nett
53-06-106	Additional hours for Staff, supplies	529.00	PHD Nett
53-09-108	Additional hours for Staff	4,263.00	PHD Nett
53-09-112	Supplies	185.00	PHD Nett
53-09-113	Supplies	173.00	PHD Nett
53-09-114	Supplies	318.00	
53-09-118	Preparedness items for City	26,216.00	PHD Nett
53-09-119	Preparedness items for City	48,589.00	PHD Nett
54-10-134	Stream bank protection project	16,745.00	PWD Radtke
55-07-202	Positive Youth development Grant	500.00	PRD Tungate
55-07-202	Pleasants park Tennis courts	22,000.00	PRD Tungate
55-07-202	Barker Farms Landscaping & Site Amenities	5,000.00	PRD Tungate
55-07-202	Play Equipment	18,500.00	PRD Tungate
56-03-202	Depaartment of Commerce Planning Grant	13,000.00	CDD Keil
	Total	----- \$ 169,905.00 =====	

RESOLUTION TRANSFERRING/APPROPRIATING FUNDS

Introduced by Alderman Wisneski

WHEREAS, it is necessary for the City of Menasha to transfer funds to cover 2006 Budget overdrafts and to appropriate revenues received but not budgeted,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following budget transfers/appropriations be made:

A/C #	ACCOUNT NAME	AMOUNT	AMOUNT
TO:			
51-02-103	CITY ATTORNEY	3,598.59	
51-04-107	CITY ASSESSOR	13,076.04	
51-10-115	CITY BUILDINGS	21,375.31	
51-04-305	ILLEGAL TAX/TAX REFUND	794.67	
52-08-109	POLICE AUXILIARY	911.90	
52-08-602	PRISONER MEAL CHARGE	1,036.00	
53-09-104	HEALTH SCREENING/60+	1,002.35	
53-09-108	DENTAL SEALANT PROGRAM	5,774.35	
53-08-115	ANIMAL IMPOUNDMENT	1,086.96	
53-09-118	BIOTERRORISM	38,580.00	
53-07-401	RESTHAVEN CEMETERY OPS	924.89	
54-10-121	STREET CONSTRUCTION	56,932.31	
54-10-123	STREET CLEAN/FLUSH	17,709.93	
54-10-124	SNOW & ICE CONTROL	108,325.96	
54-10-131	STREET SIGNS/MARKINGS	10,270.71	
54-10-143	STREET LIGHTING	45,640.00	
55-10-502	WEED CONTROL	13,854.16	
55-07-203	SWIMMING POOL	6,464.66	
55-10-221	CIVIC COMMEMORATIONS	3,065.93	
56-03-501	URBAN REDEVELOPMENT	5,221.01	
		\$	355,645.73
		=====	

**FROM:**

43-04-965 ST AID - PUBLIC HEALTH  
46-04-165 PUBLIC CHARGES-HEALTH  
51-02-105 PERSONNEL DEPARTMENT  
51-04-106 CITY COMPTROLLER/TREASURER  
52-08-101 POLICE DEPARTMENT  
52-03-301 BLDG & PLUMB INSPECTOR  
54-10-111 ENGINEERING/PUBLIC WORKS  
55-07-201 RECREATION DEPARTMENT  
56-03-202 COMMUNITY DEVELOPMENT

\$ 44,354.35  
1,002.35  
3,598.59  
13,870.71  
111,360.82  
144,407.11  
21,375.31  
10,455.48  
5,221.01  
-----  
\$ 355,645.73  
=====

Passed and approved this \_\_\_\_ day of \_\_\_\_, 2008

FISCAL NOTE: This resolution is only to cover those individual accounts which exceeded their budgeted amount or to appropriate revenues received but not budgeted for in the General Fund.

The General Fund, in its entirety, had Expenditures in excess of [Revenues of approximately \\$397,000 for 2007](#).  
Thomas Stoffel, City Comptroller/Treasurer

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING  
WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN, OR  
SCHOOL DISTRICT MONEYS  
(Not for use by City or County of Milwaukee.)

R-9-08

CITY OF MENASHA

(Municipality)

Wisconsin

RESOLVED, that FIRST NATIONAL BANK-FOX VALLEY (the "Bank"),  
qualified as a public depository under Ch. 34, Wis. Stats., is hereby designated as a depository in which the funds of this Municipality may from time to  
time be deposited; that the following described account(s) be opened and maintained in the name of this Municipality with the Bank subject to the rules  
and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title opposite the following designation  
of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §66.0607(3), Wisconsin Statutes, for payment  
or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount  
by Bank any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said  
Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so  
endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer  
of funds or money between accounts maintained by this Municipality at the Bank.

Name or Type of Account	Number of Signatures Required	Type or Print Titles of Authorized Persons
1. <u>CHECKING, MONEY MARKET, CD</u>	<u>2</u>	Clerk, Treasurer, and countersigned by  <u>MAYOR</u>
2. _____	_____	Clerk, Treasurer, and countersigned by  _____
3. _____	_____	Clerk, Treasurer, and countersigned by  _____
4. _____	_____	Clerk, Treasurer, and countersigned by  _____

This Resolution includes all of the provisions on the reverse side.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open  
legal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ and said resolutions are now in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

X

(clerk)

(NO)\*  
SEAL

The undersigned member of the governing body not authorized to sign order  
checks certifies that the foregoing is a correct copy of a resolution passed as  
therein set forth.

X

Title: \_\_\_\_\_

\*(Strike if not applicable)

IMPORTANT

This Form, together with Signature Card WBA 101, applies to all counties, cities, villages, towns and school districts except the County of Milwaukee and  
the City of Milwaukee. For Milwaukee County, see §66.0607(2), Wisconsin Statutes, and for the City of Milwaukee, see §66.0607(5), Wisconsin Statutes.

Use Forms WBA 102 and 103 for Public Depository Accounts of all other public entities.

Facsimile signatures are permitted on checks drawn against these accounts, in accordance with §66.0607(3), Wisconsin Statutes.

The original and one copy of this resolution is for the depository bank, and, if the treasurer is under Corporate Surety, one copy is for the Surety Company,  
with a copy to be retained by the local clerk.

To be countersigned by the Chief Executive Officer (County Board Chairman, City Mayor or Manager, Town Chairman, Village President, School District  
President).

The counter-signature on checks of the Chief Executive Officer of the county, city, village or town may be eliminated by ordinance. In such case, a copy  
of the ordinance, certified by the clerk, should be attached hereto.

School district order checks must carry the signatures of the clerk, treasurer and president. In school districts having 5 or more school board members,  
the actual signature of any board member other than the clerk or treasurer may be used in place of the president's signature.

ORIGINAL BANK COPY



# City of Menasha

## Public Works Facility

### **COUNCIL DIRECTIVE 4/21/2008**

### **SAFETY AND SECURITY ISSUES RELATED TO SALT SHED**

I have been a proponent of security and safety concerns for the entire Public Works Facility for many years. The salt shed area is but one component of the whole compound, but structure has brought this to the forefront.

During the 2004 budget hearings the council approved borrowing \$200,000.00 for the construction of a new salt shed. Construction was allowed to proceed in 2007. During the period of time between 2004 and 2007 planning for a new Public Works Facility started and a new perimeter fence was included in the design. By 2006 it became apparent that a new facility would not be a reality. At this time Lonnie Pichler from Menasha Utilities talked about adding some fencing to the electric sub-station located inside our compound. We thought it would be a good idea to put together a joint project to create some uniformity and perhaps control some costs. This project also did not come to fruition as the Utilities decided not to appropriate funds.

In February 2007 construction of the salt shed began. I kept track of all associated costs including the structure, stone base, asphalt pad, electrical work and a new tank transfer pump. After all was completed I estimated there was approximately \$40,599.53 remaining from the original \$200,000.00 that could be utilized to fence at least a portion of the facility with the north property line earmarked as the immediate priority.

I proceeded to request estimates for this portion of fencing and received one for \$29,000.00 installed with a powered gate accessing Plank Road (HWY 114). At this point I called finance to confirm my estimate of remaining funds from the original \$200,000.00 and was told at that time the money was gone.

The safety and security aspects came to light the first time our employees were called to salt streets which was during the Thanksgiving weekend of 2007. While our employee was loading a truck a scuffle ensued at the tavern adjacent to our salt shed and spilled over onto the City property. This area is dimly lit and our employee was performing numerous backing motions during the loading procedure.

Although a new Public Works Facility is no longer a near future reality it made sense to place the salt shed in the area designated by the selected design engineering firm hired by the City of Menasha.

As it turns out with the near record snowfalls it was a true blessing that we had the new salt shed with just the right storage capacity.

## **SATURDAY DROP-OFF HOURS**

With Senate Bill NR544 looming on the horizon in 1988 the City of Menasha formed an AD-HOC committee made up of citizens, business people, and Alderman and public works staff. Their objective was to research and develop the best course of action for the community addressing all aspects pertaining to the bill.

In 1993 the AD-HOC committee turned their recommendations over to the Department of Public Works for utilization. Part of the recommendations included handling yard waste and the drop-off site hours at the Public Works Facility. Although other communities were directing their citizens to haul yard waste to their respective landfills, the AD-HOC committee took into account the proximity to the Winnebago County landfill.

The problems that had to be filtered through were:

1. promote best practice of leaving grass clippings on the lawn
2. some taxpayers do not need the drop-off site, or at least very infrequent
3. some taxpayers habitually bag their clippings and wanted this relief since they could no longer put their grass in the garbage
4. how to balance the cost between taxpayers
5. should Menasha charge a fee to use the drop-off site like other communities

After much deliberation the AD-HOC committee forwarded the following recommendations to the Department of Public Works to establish extended hour during the summer months:

- Monday – Friday, 7:00AM-5:00PM
- Saturday, 8:00AM – 1:00PM

These hours were considered the “best balance” and have been in place for approximately 14 years now. Where as other communities have closed some drop-off sites do to abuse, Menasha has struggled to persevere through the abuses. This abuse has become a taxpayer burden sometimes overshadowing the good service provided.

Since this service has been provided we have also discovered it is no easy task to find someone that wants to work the hours established. Either there are not enough hours or “who wants to work on Saturday” are the most prominent reasons. Also once they get a taste of some of the verbal abuse by some residents, it’s not worth it.

These hours have been in place and established for many years and most people have become accustomed to the hours and adjust their yard work accordingly. In my experience the majority of the citizens are happy with the hours, not to say you won’t get an occasional gripe. We can not make every one happy all the time.

I don’t see or hear of people dropping money on the ground at the door of a bank because the bank is closed and I do not expect people to drop their waste at the facility when it is closed either.

Respectfully submitted by,  
Tim Jacobson  
Public Works Supt.  
City of Menasha

# City of Menasha

## Public Works Facility

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During the 2004 budget hearings the council approved borrowing \$200,000.00 for the construction of a new salt shed. Construction was allowed to proceed in 2007. During the period of time between 2004 and 2007 planning for a new Public Works Facility started and a new perimeter fence was included in the design. By 2006 it became apparent that a new facility would not be a reality. At this time Lonnie Pichler from Menasha Utilities talked about adding some fencing to the electric sub-station located inside our compound. We thought it would be a good idea to put together a joint project to create some uniformity and perhaps control some costs. This project also did not come to fruition as the Utilities decided not to appropriate funds.

In February 2007 construction of the salt shed began. I kept track of all associated costs including the structure, stone base, asphalt pad, electrical work and a new tank transfer pump. After all was completed I estimated there was approximately \$40,599.53 remaining from the original \$200,000.00 that could be utilized to fence at least a portion of the facility with the north property line earmarked as the immediate priority.

I proceeded to request estimates for this portion of fencing and received one for \$29,000.00 installed with a powered gate accessing Plank Road (HWY 114). At this point I called finance to confirm my estimate of remaining funds from the original \$200,000.00 and was told at that time the money was gone.

The safety and security aspects came to light the first time our employees were called to salt streets which was during the Thanksgiving weekend of 2007. While our employee was loading a truck a scuffle ensued at the tavern adjacent to our salt shed and spilled over onto the City property. This area is dimly lit and our employee was performing numerous backing motions during the loading procedure.

Although a new Public Works Facility is no longer a near future reality it made sense to place the salt shed in the area designated by the selected design engineering firm hired by the City of Menasha.

As it turns out with the near record snowfalls it was a true blessing that we had the new salt shed with just the right storage capacity.

## **SATURDAY DROP-OFF HOURS**

With Senate Bill NR544 looming on the horizon in 1988 the City of Menasha formed an AD-HOC committee made up of citizens, business people, and Alderman and public works staff. Their objective was to research and develop the best course of action for the community addressing all aspects pertaining to the bill.

In 1993 the AD-HOC committee turned their recommendations over to the Department of Public Works for utilization. Part of the recommendations included handling yard waste and the drop-off site hours at the Public Works Facility. Although other communities were directing their citizens to haul yard waste to their respective landfills, the AD-HOC committee took into account the proximity to the Winnebago County landfill.

The problems that had to be filtered through were:

1. promote best practice of leaving grass clippings on the lawn
2. some taxpayers do not need the drop-off site, or at least very infrequent
3. some taxpayers habitually bag their clippings and wanted this relief since they could no longer put their grass in the garbage
4. how to balance the cost between taxpayers
5. should Menasha charge a fee to use the drop-off site like other communities

After much deliberation the AD-HOC committee forwarded the following recommendations to the Department of Public Works to establish extended hour during the summer months:

- Monday – Friday, 7:00AM-5:00PM
- Saturday, 8:00AM – 1:00PM

These hours were considered the “best balance” and have been in place for approximately 14 years now. Where as other communities have closed some drop-off sites do to abuse, Menasha has struggled to persevere through the abuses. This abuse has become a taxpayer burden sometimes overshadowing the good service provided.

Since this service has been provided we have also discovered it is no easy task to find someone that wants to work the hours established. Either there are not enough hours or “who wants to work on Saturday” are the most prominent reasons. Also once they get a taste of some of the verbal abuse by some residents, it’s not worth it.

These hours have been in place and established for many years and most people have become accustomed to the hours and adjust their yard work accordingly. In my experience the majority of the citizens are happy with the hours, not to say you won’t get an occasional gripe. We can not make every one happy all the time.

I don’t see or hear of people dropping money on the ground at the door of a bank because the bank is closed and I do not expect people to drop their waste at the facility when it is closed either.

Respectfully submitted by,  
Tim Jacobson  
Public Works Supt.  
City of Menasha

# City of Menasha SPAM FAQ

There have been some questions recently about the e-mail and SPAM being delivered to the City. Hope this clears some of them up.

## **Question: If we have a SPAM blocker, why am I still getting SPAM e-mail?**

Answer: Our Barracuda SPAM blocker scans all e-mail going in and out of the City using the four criteria listed below in order:

- Black lists/Rate Control - As part of the Barracuda service plan, we subscribe to External Black lists of known Internet addresses that send SPAM messages. If an e-mail comes from one of these addresses the message is blocked. These Black lists block the majority of SPAM. Rate Control blocks SPAM flooding to our system.
- Known SPAM definitions- A SPAM message can be relayed off of another e-mail server so that the Black lists blocking solution is circumvented. By using known SPAM definitions the Barracuda can match incoming message formats to known SPAM and block it. These definitions are updated on an hourly basis.
- Key word blocking - There are many Spammers that focus on adult subject matter and pharmaceutical products. By putting the words most often used in these types of messages in a list, along with their various spellings, we can block messages and subject lines that contain these words. I maintain this list.
- Point system scoring – If a message makes it through the above criteria, it is then scored using a point system. The system assigns a point value to parts of the message that are suspicious or similar to SPAM. For example, the lone word “Hello” in the subject line has a point value of 1.76. I set the point range of allowed, tagged and blocked messages. Some of you have received messages with <SPAM CHECK> as a prefix. This is when the point value is between what I have set to allow and what I have set to block.

I manually verify the messages that are keyword and point blocked daily to ensure that a legitimate message has not been blocked and if one is I forward it.

Spammers know that people use blockers, so they try to come up with ways to get around them. New SPAM is being created on an hourly basis and may not trigger any of the above methods. *These are the ones that get through.*

Since October of 2007 the City has received 4,630,418 e-mail messages; of those 4,454,159 have been blocked as SPAM. We have had 2,663 e-mail viruses blocked. 3,853 messages have been tagged with <SPAM CHECK> . Only 169,743 messages have been delivered or 3% of total received. I have attached the status page from the SPAM blocker for your reference.

**Question: Why am I getting a message with a subject “Undeliverable: \*\*Message you sent blocked by our bulk email filter\*\*”? I did not send anything.**

Answer: Spammers use code to spoof or fake the “From” field in messages. This allows the message to look like it came from a legitimate source when in fact it is SPAM. Recently, spammers have been using code to spoof the “From” field to match the “To:” field. So the message looks like it came from the same address it is sent to. They do this because many companies set their blockers to white list(not scan) messages that are internal to the company. Our blocker scans these messages and marks them as SPAM using one of the four methods. Since the blocker is configured to notify the sender that their e-mail has not been sent, a message is sent to the address listed in the “From” field. If you receive one of these messages, verify that it is a message that you have not sent and delete it.

**Question: Why am I getting a message with a subject “Undeliverable: \*\*Message you sent blocked by our bulk email filter\*\*”, then I contact the recipient and they say they received it?**

Answer: The message that you created met the criteria for blocking by keyword or point score. When I verified that it was a legitimate e-mail during my daily checks, I forwarded it to the recipient.

**Question: How do you decide what is a legitimate e-mail and what is not?**

Answer: I only check e-mails that have been blocked due to keyword or point score. I have been directed by the IT Steering Committee not to forward any jokes, chain letters, or e-cards. If a message is to or from a friend or family member and it is not a joke, chain letter or e-card, I will forward it through. Please communicate to people, be it family or friends, not to write messages that contain words that would be on the blocked keyword list. A good rule of thumb is any word you would not want to hear come out of a five year olds mouth. If you do receive a message that I have forwarded through and it contains a blocked keyword, please do not reply to it until you have removed the word from the message. Otherwise it will be blocked and I will have to manually forward it again.

**Question: Due to my position within the City I will sometimes need to receive messages that would contain blocked keywords or messages that have to get through. (i.e. Diggers Hotline) How do I make sure these are not blocked?**

Answer: Contact the Help Desk with the address of the sender and we will add it to the White list of non-scanned senders.

I have also configured the SPAM blocker to allow any message, regardless of content, sent via the City’s Website portal. I did this to make sure that citizens of Menasha can contact us even if they use non-business appropriate language. (i.e. swearwords)

I do monitor allowed e-mails to determine when a grouping of SPAM does get through. I look at this grouping and see if I can find a common key word to it. If I find one, I add it to the blocked keyword list. Past keywords I have had to add include “boyfriend” and “\$”.

Unfortunately SPAM e-mails are a part of having an e-mail account. I have looked at other solutions for managing SPAM and found that, for our size, we have the best and most cost effective solution.

Jeff R. Lacey, MCSE  
Manager of IT Support  
City of Menasha

Status	Message Log	Spam Scoring	Virus Checking
Quarantine	IP Configuration	Administration	Bayesian/Intent

**Email Statistics [inbound]** [Clear Statistics](#) ?

	Total	Day	Hour
<b>Blocked</b>	<b>4,401,513</b>	<b>10,730</b>	<b>663</b>
Blocked: Virus	2,663	0	0
Rate Controlled	52,646	1,001	0
Quarantined	0	0	0
Allowed: Tagged	3,853	1	0
Allowed	169,743	526	39
<b>Total Received</b>	<b>4,630,418</b>	<b>12,258</b>	<b>702</b>

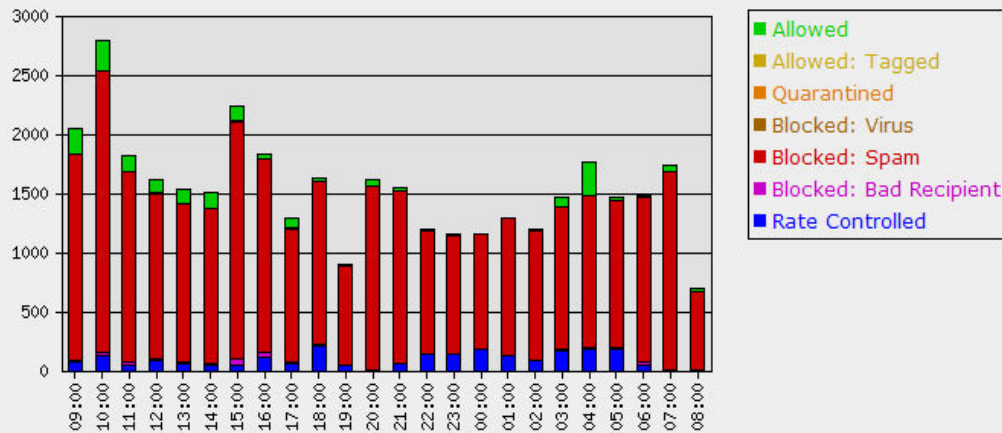
**Subscription Status** [Refresh](#) ?

Energize Updates: **Current** (Expires: 2008-10-04)  
 Instant Replacement: **Current** (Expires: 2008-10-04)

**Performance Statistics** ?
 

In/Out Queue Size: 1/11  
 Average Latency: 2 seconds  
 Last Message: <1 minute ago  
 Unique Recipients: 899  
 System Load:  2%  
 CPU Fan Speed:  6550 RPM  
 System Fan Speed:  4178 RPM  
 CPU Temperature:  25°C  
 Firmware Storage:  33%  
 Mail/Log Storage:  75%

### Hourly Mail Statistics ?



### Daily Mail Statistics ?

